



UNIVERSITY OF
MARYLAND

**BUDGET PREPARATION & MAINTENANCE SYSTEM
WORKING BUDGET (BPM WB)
TRAINING AND USER MANUAL
FY 2016**

UNIVERSITY OF MARYLAND
OFFICE OF THE VICE PRESIDENT-ADMINISTRATION & FINANCE
BUDGET AND FISCAL ANALYSIS
2132 MAIN ADMINISTRATION

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Many colleges and divisions have designated ‘super users’ whose role is to assist others within their college or division with working budget questions, including those related to BPM. Please contact your college or divisional business officer for your designated ‘super user’.

BUDGET PREPARATION & MAINTENANCE SYSTEM (BPM)

TRAINING MANUAL CONTENTS

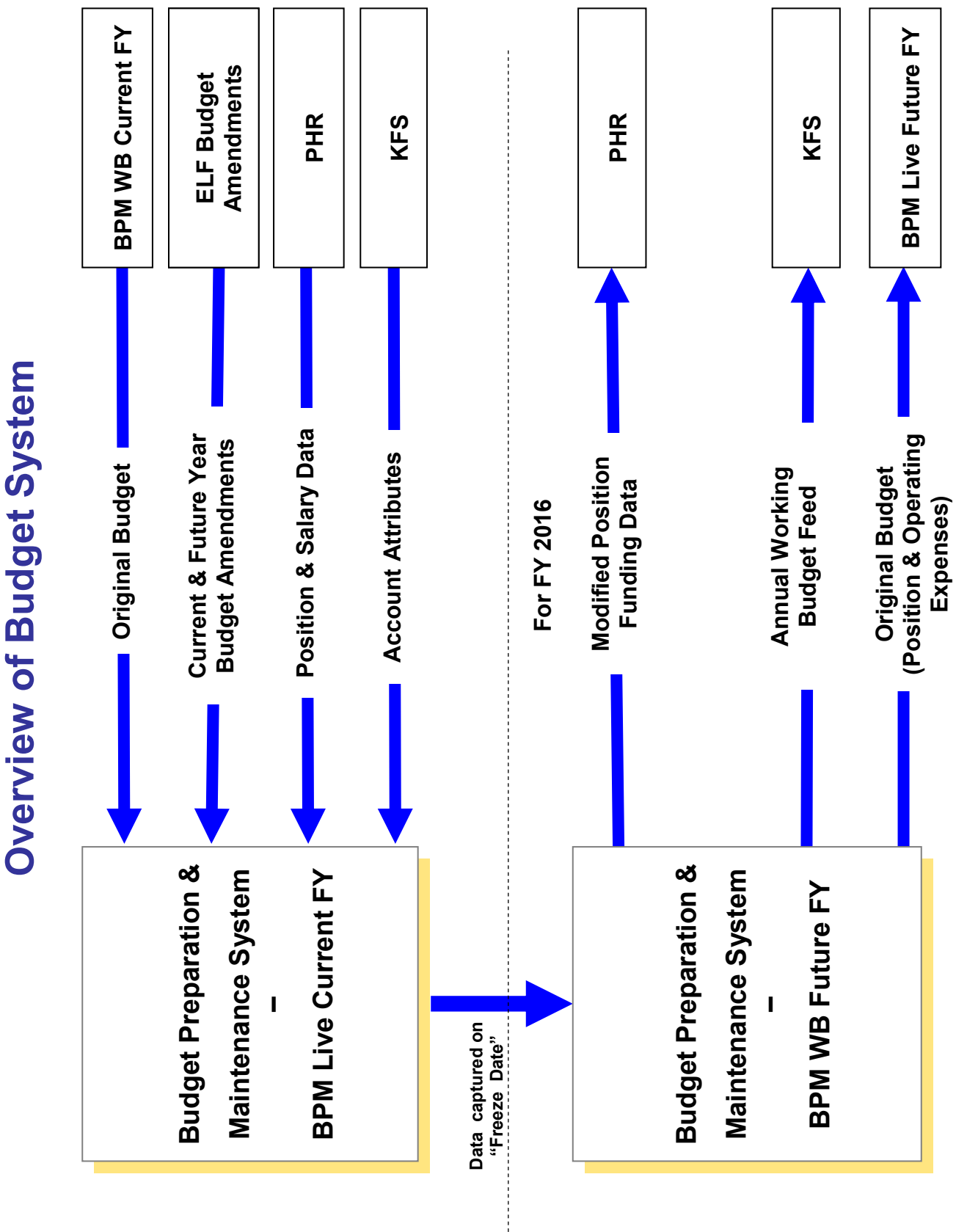
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OVERVIEW

WHAT IS THE BPM WORKING BUDGET SYSTEM?

- Designed to develop and record the detailed July 1st budget for the University;
- Includes position-level budgeting at the account and subcode level for itemized employees;
- Develops itemized position budgets based on the salary of the individual who is in the position;
- Serves as one mechanism to adjust the July 1st funding of itemized employee salaries in the Payroll and Human Resource System (PHR); and
- Provides, in years that COLA and merit increases are effective July 1st, a mechanism to update the itemized employees salaries in PHR for these increases.

OVERVIEW
ANNUAL BUDGET PREPARATION & SALARY SETTING PROCESS



OVERVIEW

FY 2016— POSITION BUDGETING AND SALARY SETTING IN BPM

FY 2016 SALARY SETTING:

- **January 1, 2015 Cost of Living Adjustment (COLA)**
 - ◇ At the time of the printing of this manual (April 13, 2015), it is unclear whether employees will retain the COLA they received January 1, 2015. We will modify BPM WB salaries accordingly depending on the outcome of negotiations between the Legislature and the Governor. We will let you know the final decisions as soon as possible.
- **Set Salary Amount:**
 - ◇ If COLA is not restored, the FY 2015 COLA, added to the employee's salary on January 1st, will appear as a negative amount in the COLA box in BPM WB and will be blocked from edit. The amount will be prorated according to current funding. As always, you can adjust the funding source using the reallocate function.
 - ◇ Merit is not included in the FY 2016 budget. We have not received guidance yet from USM on other permitted salary increases, such as retention.
 - ◇ The "set salary" flag will be set at "Yes" when BPM is opened to users. Users will then only need to change salaries for employees who have other types of salary adjustments or funding changes.
- **Payroll Conversion:**
 - ◇ Only the funding changes effective July 1st for employees will be sent from BPM WB to PHR
 - ◇ If COLA is not restored, Payroll will run a program mid-June to back out the COLA from the employees who received it in January.
 - ◇ Users will need to input all other July 1st salary adjustments in PHR manually.

FY 2016 BUDGETING:

- **January 1, 2015 Cost of Living Adjustment (COLA) :**
 - ◇ If we find out the Governor decided to restore and fund the COLA prior to opening of BPM WB, we will annualize the FY 2015 COLA budget amendment and post it to the opening balances in BPM WB to minimize the need for users to update position budgets.
- **Users Can Now Budget Education & General Designated accounts (accounts beginning with 294 and 295)**

REMINDER: When setting salaries or budgets on a position that is funded by accounts that cross departments or colleges, users **MUST** coordinate with the other department/college **BEFORE** making any changes that impact the accounts of the other department/college.

FY 2016 WORKING BUDGET SCHEDULE

Monday	April 13		State of Maryland Legislative Session closes.
Tues–Thurs	April 14-16		BPM System Training
Tuesday	April 14		Last day to request new accounts or account modifications in order to be processed for the freeze data for BPM WB
Thursday	April 16	3:00 p.m.	Last day to process ELF Budget Adjustments prior to freeze of BPM data for working budget.
Friday	April 17	5:00 p.m.	Last day for approved updates to PHR prior to freeze of data for BPM working budget. Future-dated appointment changes--effective on or before June 30 for 12-month employees, and effective on or before Pay Period 04 (beginning August 9) for academic year faculty--will be included in the FY 16 working budget system.
Thursday	April 23	9:00 a.m.	BFA distributes working budget instructions to divisions and colleges for salary setting and budget allocations. BPM open to divisions and colleges.
Wednesday	April 29	9:00 a.m.	BPM system opened to departmental users.*
Friday	May 8	5:00 p.m.	BPM system closed to departmental users.*
Friday	May 15	5:00 p.m.	BPM system closed to divisions and colleges. Tracking control sheets due to BFA.
Tuesday	June 16		Payroll will make available payroll conversion reports to units for verification and correction in PHR.
Tuesday	July 7	11:00 p.m.	Last day for units to make payroll corrections in PHR for July 1 salaries and funding/accounts.

*Colleges/Divisions may choose to open BPM to departments prior to April 29, and keep the system open beyond May 8, at their discretion. Requests for alternate dates should be made to Susan Boblitz (sboblitz@umd.edu, Ext. 5-5638).

BPM LOG-ON & NAVIGATION

WEB BROWSER, LOCATION AND LOG-ON

Below is a list of technical requirements that will help to optimize BPM performance. Attempts to use unsupported browsers, or a lack of enabled Javascript, will result in an error message containing instructions for installing minimally acceptable software. Please contact your System Administrator if you need assistance updating your software or settings.

- Use of the latest version of Internet Explorer is strongly recommended. Other allowed browsers include the latest versions of Firefox, Safari, and Google Chrome.
- Javascript must be enabled, and the browser's cache should be set to check for new versions of web pages automatically.
- Screen resolution should be set to 1280 x 1024.
- Do not use the browser's "**Back**" or "**Forward**" buttons to navigate through BPM, as this could result in error messages or incorrect data being displayed. Instead, use linked buttons on BPM screens and the "**Back**" button located at the bottom of the BPM screen.
- BPM provides reports in the following formats: Portable Document Format (PDF), MS Excel, Rich Text Format (RTF), and Hyper-Text Mark-up Language (HTML). To view the report in the format you choose, you must have software installed on your computer (Adobe Acrobat Reader, MS Excel, Word or Word Pad) that can read the corresponding format.
- Log out of BPM by clicking on BPM's "**Exit**" button, located at the bottom of the screen. Otherwise, BPM will not properly log you out of the system.
- If you receive a message "Application Not Registered", it is because the common log-in timed out. Re-log into the common log-in at the top left of the ARES home page and then click on the link to FY 2016 BPM WB on BFA's webpage. Or, use another browser or re-boot your computer.

WEB LOCATION

- **Production System**
<http://ares.umd.edu> (ARES web site)
Select "**Budget and Fiscal Analysis**"
Click on "**BPM System**" link
Choose "**FY 2016 Working Budget**" to be directed to the **COMMON LOGIN** screen.
- **Training System** (Available until Friday, April 17)
http://otcbgt.umd.edu/bpms2016_training/bpms.aspx

BPM LOG-ON & NAVIGATION

WEB BROWSER, LOCATION AND LOG-ON

LOG-ON

Select “**BPMS Main Menu**” to be directed to the Common Login Screen if you have not already logged in and been authenticated by the Common Login System.


Welcome to Budget Preparation and Maintenance System

If you have already logged in and authenticated by University of Maryland Common Login System, then you will be taken to BPMS Main Menu. Otherwise, you will be directed to Common Login screen for you to login. After successful login, you will be directed to BPMS Main Menu.

BPMS Main Menu

Cancel

NOTICE: Unauthorized access to this computer is in violation of Article 27, Sections 45A and 146 of the Annotated Code of MD. The University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Anyone using this system acknowledges that all use is subject to University of Maryland Acceptable Use Guidelines available at <http://www.inform.umd.edu/aug>



UNIVERSITY OF
MARYLAND


If you experience problems or need help with BPMS, you may contact Budget Office at x55627 or e-mail bfa@umd.edu.

If you experience common login problems or need help you may contact the OIT Help Desk at 301-405-1500

BPM LOG-ON & NAVIGATION

WEB BROWSER, LOCATION AND LOG-ON

- 1) Log in using your LDAP directory ID and password.

 UNIVERSITY OF MARYLAND

COMMON LOGIN

Directory ID
- OR -
U ID

Directory Password

Login

The Common Login allows the entry of EITHER your Directory ID or U ID. The same password is used for both.

**OIT will never ask you to put your password into an e-mail message, but scammers will.
Do not share your password with others!**

To find your Directory ID or U ID, go to the [Find Directory ID or U ID](#) page.


To find or change your Directory Password, use the [Password Management](#) page.

If you experience login problems you may contact the OIT Help desk at 301-405-1500.

NOTICE: Unauthorized access to this computer is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its computing resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at <http://www.umd.edu/aup>.

By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

- 2) Click on “Continue” to access “Menu Options” screen

 UNIVERSITY OF MARYLAND

COMMON LOGIN

LOGIN SUCCESSFUL!

Continue

NOTICE: Unauthorized access to this computer is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its computing resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at <http://www.umd.edu/aup>.

By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

BPM LOG-ON & NAVIGATION MENU OPTIONS SCREEN

From the BPM Main Menu, click on


- 1) “**Account Select**” or “**Account Select/Edit**” to access the **Account Select** screen to set salaries, and revenue, operating, and salary budgets,
- 2) “**Report Menu**” or “**Reporting Options/Query**” to view and/or print reports, or
- 3) “**Exit**” or “**Logout**” to log out of BPM

The screenshot shows the 'Menu Options' screen with a teal background. At the top, a status bar reads: 'Data updated as of: 3/24/2010 12:00:00 AM for PHR, 3/24/2010 12:00:00 AM for ELF BAs and Account Information'. Below this is a dark blue header bar with the text 'Menu Options'. Three menu items are listed on the left, each with a numbered callout: 1) 'ACCOUNT SELECT', 2) 'REPORT MENU', and 3) 'EXIT'. To the right of each menu item is a detailed description. The 'ACCOUNT SELECT / Edit' section explains that this option is used to set salaries, revenue, operating, and salary budgets. The 'Reporting Options / Query' section explains that this option is used to view reports on-line and/or print them. The 'Logout' section explains that this option is used to log out of the system and close the browser. At the bottom left is the University of Maryland logo. At the bottom right is contact information: 'E-Mail any questions and comments to: bfa@umd.edu' and 'Copyright © 2000 Office of the Comptroller, University of Maryland at College Park. All rights reserved.'

Data updated as of: 3/24/2010 12:00:00 AM for PHR, 3/24/2010 12:00:00 AM for ELF BAs and Account Information

Menu Options

- ACCOUNT SELECT**
Account Select / Edit
Choose this menu option to access the "Account Select" screen to set salaries, and revenue, operating, and salary budgets.
- REPORT MENU**
Reporting Options / Query
Choose this menu option to use various reporting options and query the system to view reports on-line and/or print the reports.
- EXIT**
Logout
Choose this menu option to logout of the system. Please always use this option to properly logout of the system and then close the current browser.

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E-Mail any questions and comments to: bfa@umd.edu
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BPM LOG-ON & NAVIGATION

ACCOUNT SELECT SCREEN

- 1) To access an **Account Budget Summary** screen, type an account number in the “**Account**” field and click on “**Select**,” or
- 2) Using the scroll bar, highlight an account and click on “**Select**.”
- 3) To display accounts within a “**Division**,” “**Department**,” or “**SubDept**,” click on the desired unit.
- 4) To return to a display of all accounts that you may access, click “**Show All Accounts**.”

The screenshot shows the 'ACCOUNT SELECT' screen. At the top, there is a header bar with the title 'ACCOUNT SELECT' and a search field containing '190913' with a 'Select' button next to it. Below this is a scrollable list of account numbers and descriptions. Callout 1 points to the 'Select' button, and callout 2 points to the scroll bar of the account list. Below the list is a section titled 'Search for my Accounts' with three columns: 'By Division', 'By Department', and 'By Dept-SubDept'. Each column contains a table with 'Code' and 'Description' headers. Callout 3 points to the 'By Division' table. Below these tables are three search fields: 'By Last Name', 'By University ID', and 'By Position Number', each with a 'Search' button. Callout 4 points to the 'Show All Accounts' button at the bottom of the screen.

- 5) To locate account information for a specific employee, enter **Last Name** or **University ID** number in the associated field and click on “**Search**.” To locate account information for an individual position, enter the **Position Number** and click “**Search**.”
- 6) In the search results, Click on “**Select**” in the **Details** column to go directly to the **Position/Employee Details** screen for the selected employee and account, or
- 7) In the search results, click on an “**Account**” number to access the **Account Budget Summary** screen for the selected account.

This screenshot shows the search results for the 'By Last Name' search. The results are displayed in a table with columns: 'Account', 'Last Name', 'First Name', 'UID', 'Position', 'Subcode', and 'Details'. Callout 7 points to the 'Account' column, and callout 6 points to the 'Details' column. Below the table is a 'Close' button. At the bottom, there are three search fields: 'By Last Name', 'By University ID', and 'By Position Number', each with a 'Search' button. Callout 5 points to the 'Show All Accounts' button at the bottom of the screen.

BPM LOG-ON & NAVIGATION

ACCOUNT BUDGET SUMMARY SCREEN

- 1) To set **Itemized** salaries and position budgets, click on a blue “**Faculty**,” “**Exempt**,” or “**Non-Exempt**” field name to access the related **Position/Employee Details** screen.
- 2) Click on a brown “**Lecturers**,” “**Faculty Contractual**,” “**Contingent II**,” or “**Graduate Assistant**” field name to access the related worksheet for setting budget for **Non-Itemized S/W**.
- 3) To set budget amounts for “**Labor & Assistants**,” “**Fringe Benefits**,” “**Overtime**,” or “**Turnover & Other**,” click on the associated red field name, or on “**Other S/W**” in the right-hand column.
- 4) To access subcode-level budget detail and to set revenue and operating budgets, click on the “**Revenue**” or “**Operating Expense**” field names in the right-hand column.
- 5) Click on “**Vacant Positions**” to view and edit Vacant Position data for the account.
- 6) Note the account attribute information, including Program, Division/Department, and Support Indicator.

Account Budget Summary				190913	ACCT-190913
	Budget	BPM FTE	PHR FTE		
1 → Faculty	3,464,197	24.76	35.44		
Lecturers	0		0.00		
Faculty Contractual	0		0.00		
2 → Contingent II	0		0.00		
Graduate Assistant	362,953		1.00		
Exempt	1,206,292	17.20	20.35		
Non-Exempt	291,260	6.90	9.00		
Labor & Assistants	15,000				
3 → Fringe Benefits	0				
Overtime	0				
Turnover & Other	0				
Total Salaries / Wages	5,339,702	48.86	65.79		

	Budget	BPM FTE	PHR FTE
Revenue	0		
Itemized S/W	4,961,749	48.86	64.79
Non-Itemized S/W	362,953		1.00
Other S/W	15,000		
Operating Expense	228,009		
Account Total	5,567,711		

Program:	01Instruction
Division:	92Arts & Professions
Department:	19209DEPT 19209
Dept-SubDept:	19209-01DEPT-19209-01
Support Indicator:	1State Support

Next Account
Vacant Positions
Print
ACCOUNT SELECT
MAIN MENU
EXIT

SET SALARY & POSITION BUDGETS

SET BY ACCOUNT -SINGLE FUNDED - NON-EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN

- 1) From the **Account Budget Summary** screen, click on “**Non-Exempt**” to access the **Non-Exempt Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

- 1) Employees are listed in position number order, but can be sorted by any column heading. Click on the **Name** column heading to sort the data by name.
- 2) To select an employee for salary setting, click on the associated “**Position**” or “**UID**” number. The selected row will be highlighted.
- 3) Click on “**Set Salary**” to access the **Salary Setting** screen for the employee.
- 4) In years where “**COLA**” and “**Merit**” are not applicable, “**Salary Set**” has been set to “**Yes**” automatically. Users will then only need to change salaries for employees who have other types of salary adjustments or funding changes.

Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec I	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	0	38,619.14	38,619.14	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec I	0.90	1.00	33,532	33,532	33,532	37,257.62	37,257.62	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	0	32,516.28	32,516.28	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec I	1.00	1.00	39,855	39,855	39,855	39,854.75	39,854.75	Yes
	Variance	-74,860.24		Grand Total	6.90	9.00	291,260	291,260	291,260	366,120.24	366,120.24	

Page 1

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[Split Salary](#)
[Reallocate](#)
[Split List](#)
[Set Salary](#)
[Set Salary by Spreadsheet](#)
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[Search](#)

[BACK](#)
[ACCOUNT SELECT](#)
[MAIN MENU](#)
[EXIT](#)

SET SALARY & POSITION BUDGET

SET BY ACCOUNT—SINGLE FUNDED - NON-EXEMPT

SALARY SETTING SCREEN

(Please note that salary setting screen field definitions can be found in the Appendix.)

- 1) If “COLA”, “Merit,” and “Mandatory Merit Adjustment” are not applicable for the fiscal year, then these fields are blocked from user edit. If an employee has no other salary changes, users do not need to take any further action on the employee’s salary as BPM has, by default, set salaries as unchanged.
- 2) Enter **Adjustments to Current Base Salary**, if applicable.
- 3) The BPM system will default to setting **Proposed Budget** equal to **Total Proposed Salary** (Proposed Base Salary plus Increments Above Base) on budgeted accounts. To override the default, remove (click on) the check mark from the “**Make New Budget Amount**” box next to “**Total Proposed Salary**.”
- 4) Click “**Set Salary**” to update the record.
- 5) After the update has saved, “**Proposed Budget**” and “**Proposed Base Salary**” on the summary line will display the updated amounts.
- 6) Click “**Back**” to return to the **Position/Employee Details** screen.

Non-Exempt Salary Setting
Account: 112913 ACCT-112913

Position: 195744 Richard C Vaswani Next Position: 195745 | Patricia T Stein Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
39,855	39,854.75	40,851.12	0.00	39,854.75	39,855	0.00

Adjustments to Current Base Salary

	Amount	Percent
Increase to Minimum of Salary Range	0.00	
Completion of Probation before 7/1	0.00	2.50%
Reallocation of Current Base	0.00	
Reclass after freeze and before 7/1	0.00	
Early Completion of Probation before 7/1	996.37	2.50%
Adjusted Current Base Salary	40,851.12	

Comments
n/a

FY 2010 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Mandatory Merit Adjustment	0.00	0.00
Reallocation of Proposed Base Salary	0.00	0.00
Total Salary Increases		0.00
Proposed Base Salary		40,851.12
Used for Payroll Conversion once Salary has been set		
<input type="checkbox"/> Make New Budget Amount		
Increments Above Base		0.00
Total Proposed Salary		40,851.12
<input checked="" type="checkbox"/> Make New Budget Amount		
Employee Terminating prior to July 1. Salary intentionally not set.		

Set Salary **Undo** **Reset to Current Base**

Audit Trail **BACK** **ACCOUNT SELECT** **ACCOUNT SUMMARY** **MAIN MENU** **EXIT**

Non-Exempt Salary Setting
Account: 112913 ACCT-112913

Position: 195744 Richard C Vaswani Next Position: 195745 | Patricia T Stein Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
39,855	39,854.75	40,851.12	0.00	40,851.12	40,851	0.00

Adjustments to Current Base Salary

	Amount	Percent
Increase to Minimum of Salary Range	0.00	
Completion of Probation before 7/1	0.00	2.50%
Reallocation of Current Base	0.00	
Reclass after freeze and before 7/1	0.00	
Early Completion of Probation before 7/1	996.37	2.50%
Adjusted Current Base Salary	40,851.12	

Comments
n/a

FY 2010 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Mandatory Merit Adjustment	0.00	0.00
Reallocation of Proposed Base Salary	0.00	0.00
Total Salary Increases		0.00
Proposed Base Salary		40,851.12
Used for Payroll Conversion once Salary has been set		
<input type="checkbox"/> Make New Budget Amount		
Increments Above Base		0.00
Total Proposed Salary		40,851.12
<input checked="" type="checkbox"/> Make New Budget Amount		
Employee Terminating prior to July 1. Salary intentionally not set.		

Set Salary **Undo** **Reset to Current Base**

Audit Trail **BACK** **ACCOUNT SELECT** **ACCOUNT SUMMARY** **MAIN MENU** **EXIT**

SET SALARY & POSITION BUDGET

SET BY ACCOUNT -SINGLE FUNDED - NON-EXEMPT

POSITION EMPLOYEE DETAIL SCREEN

- 1) Confirm that the employee's "Proposed Budget" and "Total Proposed Salary" have been updated.
- 2) Clicking the "Set Salaries and Budget" button will set Proposed Budget equal to Total Proposed Salary for all Non-Exempt employees listed.

Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec I	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	0	38,619.14	38,619.14	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec I	0.90	1.00	33,532	33,532	33,532	37,257.62	37,257.62	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	0	32,516.28	32,516.28	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec I	1.00	1.00	39,855	39,855	40,851	39,854.75	40,851.12	Yes
	Variance	-74,860.61		Grand Total	6.90	9.00	291,260	291,260	292,256	366,120.24	367,116.61	

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Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec I	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	38,619	38,619.14	38,619.14	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec I	0.90	1.00	33,532	33,532	37,258	37,257.62	37,257.62	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	32,516	32,516.28	32,516.28	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec I	1.00	1.00	39,855	39,855	40,851	39,854.75	40,851.12	Yes
	Variance	0.39		Grand Total	6.90	9.00	291,260	291,260	367,117	366,120.24	367,116.61	

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SET SALARY & POSITION BUDGET

SET BY ACCOUNT -SINGLE FUNDED - EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Click on “**Exempt**” to navigate to the **Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

- 1) Click on the “**Position**” or “**UID**” number of an employee, and then click “**Set Salary.**”

SALARY SETTING BY ACCOUNT SCREEN

- 1) Enter “**Adjustments to Current Base Salary**” and related “**Comments**”, if applicable. Adjustments should reflect activity in PHR from the BPM freeze date through June 30th.
- 2) Enter applicable salary increases.
- 3) Click “**Set Salary**” to update the record.

Exempt Salary Setting
Account: 112913 ACCT-112913

Position: 191941 | John F Herbert | Next Position: 192807 | Gail B Render | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
63,985	63,984.60	71,984.60	0.00	63,984.60	63,985	0.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	8,000.00
Adjusted Current Base Salary	71,984.60

Comments
reclass to Asst Director

FY 2010 Increases

Percent	Amount
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	71,984.60
0.00	0.00
0.00	71,984.60

COLA

Merit

Retention, Equity, & Other

Reallocation of Proposed Base Salary

Total Salary Increases subject to 15% CAP

Proposed Base Salary
Used for Payroll Conversion once Salary has been set

☐ **Make New Budget Amount**

Increments Above Base View/Edit

Total Proposed Salary
☒ **Make New Budget Amount**

Employee Terminating prior to July 1. Salary intentionally not set.

Set Salary **Undo** **Reset to Current Base**

Audit Trail BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

- 4) After the record is saved successfully, “**Proposed Budget**” and “**Proposed Base Salary**” on the summary line will display the updated amounts.
- 5) To move to another position, choose a name from the “**Next Position**” drop down menu and click “**Select.**”

Exempt Salary Setting
Account: 112913 ACCT-112913

Position: 191941 | John F Herbert | Next Position: 192807 | Gail B Render | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
63,985	63,984.60	71,984.60	0.00	71,984.60	71,985	0.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	8,000.00
Adjusted Current Base Salary	71,984.60

Comments
reclass to Asst Director

FY 2010 Increases

Percent	Amount
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	71,984.60
0.00	0.00
0.00	71,984.60

COLA

Merit

Retention, Equity, & Other

Reallocation of Proposed Base Salary

Total Salary Increases subject to 15% CAP

Proposed Base Salary
Used for Payroll Conversion once Salary has been set

☐ **Make New Budget Amount**

Increments Above Base View/Edit

Total Proposed Salary
☒ **Make New Budget Amount**

Employee Terminating prior to July 1. Salary intentionally not set.

Set Salary **Undo** **Reset to Current Base**

Audit Trail BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET

SET BY ACCOUNT -SINGLE FUNDED - FACULTY

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Click on “**Faculty**” to navigate to the **Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

- 1) Click on the “**Position**” or “**UID**” number of an employee, and then click on “**Set Salary.**”

SALARY SETTING BY ACCOUNT SCREEN

- 1) Enter **Adjustments to Current Base Salary** and related explanation, if applicable.
- 2) Enter “**Retention, Equity & Other**” or “**Faculty Promotion,**” if applicable. If the combination of these items exceeds 10% -15% (percentage will vary depending on the year’s instructions) of the adjusted current base salary, the “**Total Proposed Salary Increases Subject to Cap**” fields will turn red to indicate that a salary requires approval of the President.
- 3) Click on “**View/Edit**” **Increments Above Base**, if applicable. Increments above base must be set at the account level and are only used for budgeting purposes.
- 4) If applicable, enter the new increment amount and click “**Update Budgeted Increments Above Base.**”
- 5) Click “**Set Salary**” to update the record. Note that, by default, the “**Make New Budget Amount**” box is checked and the increment amount will be included in the new budget figure. If this is not desired, de-select the box before clicking “**Set Salary.**”

Faculty Salary Setting
Account: 112913 ACCT-112913

Position: 195714 **Nicholas Hale** **Next Position: 193765 | Cynthia C Harvey** Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
77,245	38,622.36	77,244.72	12,000.00	38,622.36	77,245	38,622.64

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	38,622.36
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	77,244.72

Explanation of Other Adjustments to Current Base
n/a

Other Comments
n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
15.54	12,000.00	Retention, Equity, & Other
15.54	12,000.00	Reallocation of Proposed Base Salary
	0.00	Total Salary Increases subject to 15% CAP
	89,244.72	Proposed Base Salary subject to CAP
	0.00	Faculty Promotion
	89,244.72	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input checked="" type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base
	89,244.72	Total Proposed Salary
		<input checked="" type="checkbox"/> Make New Budget Amount

View/Edit

Set Salary **Undo** **Reset to Current Base**

Salary Increments Above Base

	Old Amount	New Amount
Admin Increment	0.00	2,500.00
Acting Increment	0.00	0.00
Total Salary Increments	0.00	2,500.00

Update Budgeted Increments Above Base **Close**

Audit Trail BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET

SET BY ACCOUNT -SINGLE FUNDED - FACULTY

- 6) Review updated “**Proposed Base Salary**” and “**Proposed Budget**” figures on the summary line.

Faculty Salary Setting
Account: 112913 ACCT-112913

Position: 195714 **Nicholas Hale** **Next Position:** 193765 | Cynthia C Harvey **Select**

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
77,245	38,622.36	77,244.72	12,000.00	89,244.72	91,745	2,500.28

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	38,622.36
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	77,244.72

Explanation of Other Adjustments to Current Base

Other Comments

FY 2010 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	15.54	12,000.00
Reallocation of Proposed Base Salary		0.00
Total Salary Increases subject to 15% CAP	15.54	12,000.00
Proposed Base Salary subject to CAP		89,244.72
Faculty Promotion		0.00
Proposed Base Salary		89,244.72
Used for Payroll Conversion once Salary has been set		
<input type="checkbox"/> Make New Budget Amount		
Increments Above Base		2,500.00
Total Proposed Salary		91,744.72
<input checked="" type="checkbox"/> Make New Budget Amount		

**Employee Terminating prior to July 1.
Salary intentionally not set.**

Set Salary **Undo** **Reset to Current Base**

Audit Trail **BACK** **ACCOUNT SELECT** **ACCOUNT SUMMARY** **MAIN MENU** **EXIT**

SET SALARY & POSITION BUDGET

REALLOCATE SALARY TO MULTIPLE FUNDING SOURCES

POSITION/EMPLOYEE DETAILS SCREEN

- 1) To reallocate a single-funded employee to one or more accounts, select an employee on the **Position/Employee Details** screen by clicking on a “**Position**” or “**UID**” number.
- 2) Click on “**Reallocate**” to access the **Split Employee Details** screen. “**Split Position**” and “**Split Salary**” will also navigate to the **Split Employee Details** screen. “**Split Position**” means that a position’s budget is split among multiple accounts. “**Split Salary**” means an employee’s salary is split among multiple accounts.

Position/Employee Details - Exempt(SUBCODE: 1013)
Account: 190913 ACCT-190913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1013	195746	198669604	King	Director	1.00	1.00	80,673	80,673	80,673	80,673.39	80,673.39	Yes
1013	195747	197918000	Monroe	Coordinator	1.00	1.00	43,911	43,911	43,911	43,911.00	43,911.00	Yes
1013	195748	193873525	Barrett	Coordinator	1.00	1.00	53,882	53,882	53,882	53,882.49	53,882.49	Yes
1013	195752	192616963	Kianzad	Coordinator	0.80	1.00	45,228	45,228	45,228	49,225.60	49,225.60	Yes
1013	195753	191267135	Makedon	Systems Analyst	1.00	1.00	79,200	79,200	79,200	79,000.00	79,000.00	Yes
1013	195754	198241534	Robinson	Director	1.00	1.00	125,486	125,486	125,486	125,485.78	125,485.78	Yes
1013	198353	192758427	Ghozati	Director	1.00	1.00	81,958	81,958	81,958	81,957.63	81,957.63	Yes
1013	199836	190675870	Mulcahy	Assoc Dir	1.00	1.00	74,707	74,707	74,707	74,706.87	74,706.87	Yes
	Variance	-213,521.64		Grand Total	16.20	20.00	1,158,292	1,158,292	1,158,292	1,371,813.32	1,371,813.64	

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Split Position Split Salary **Reallocate** Split List Set Salary Set Salary by Spreadsheet Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Select “**Reallocate Salary**” to move an employee’s entire salary to a new account or to split an employee’s salary among two or more accounts.

Exempt(Subcode: 1013) - Split Employee Details for UniversityID: 193873525

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195748	Barrett	Coordinator	190913	1013	1.00	1.00	53,882	53,882	53,882	53,882.49	53,882.49	Yes
			Grand Total		1.00	1.00	53,882	53,882	53,882	53,882.49	53,882.49	

Page 1

Reallocate Budget **Reallocate Salary** Set Salary By Account Set Salary By Employee Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET

REALLOCATE SALARY TO MULTIPLE FUNDING SOURCES

REALLOCATE SALARY DETAILS SCREEN

- 1) Click on “**Add a Line Item**” to open a new row.
- 2) Select the appropriate “**Internal ID**” from the drop-down list, enter the new “**Account**” number, and tab out of the field.
- 3) To move the entire salary, enter “100” in the new account’s “**Percent Base Salary**” field, and “0” in the initial account’s “**Percent Base Salary**” field. If the employee is being split, rather than completely moved, enter appropriate percentages or amounts of base salary in the corresponding fields. COLA, merit, and other increases, when applicable, cannot be added on this screen, only reallocated. Increases to salary must be added on a salary setting screen.
- 4) The “**Make Budget**” box is checked by default. Uncheck the “**Make Budget**” box to leave budget unchanged.
- 5) Ensure that salary variances equal zero on the bottom row and click “**Save.**” When “**Save**” is clicked, the salary is set on the accounts as well.

Exempt Split Employee - Reallocate Salary Details

Position: **195748** UID: **193873525 Jeanette M Barrett**

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Set Salary?	Make Budget
110029	190913	26,941.24	50.00	0.00	0.00	0.00	0.00	26,941.24	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
110029	190953	26,941.25	50.00	0.00	0.00	0.00	0.00	26,941.25	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reallocated Totals		53,882.49	100.00	0.00	0.00	0.00	0.00	53,882.49	100.00		
Unadjusted Totals		53,882.49	100.00	0.00	0.00	0.00	0.00	53,882.49	100.00		
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

SPLIT EMPLOYEE DETAILS SCREEN

- 6) Review the revised salary and budget figures on the **Split Employee Details** screen. Note that the “**Proposed Budget**” was updated to equal the reallocated salary on the account.
- 7) Click “**Reallocate Budget**” to make any other necessary adjustments to BPM FTE and/or Proposed Budget.

Exempt(Subcode: 1013) - Split Employee Details for UniversityID: 193873525

Position	Name	Title	Account	Subcode	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195748	Barrett	Coordinator	190913	1013	1.00	1.00	53,882	53,882	26,941	53,882.49	26,941.24	Yes
			190953	1013	0.00	0.00	0	0	26,941	0.00	26,941.25	Yes
Grand Total					1.00	1.00	53,882	53,882	53,882	53,882.49	53,882.49	

Page 1

SET SALARY & POSITION BUDGET REALLOCATE BUDGET DETAILS

REALLOCATE BUDGET DETAILS SCREEN

- 1) Make changes to “BPM FTE,” “Proposed Budget,” and/or “Percent Budget” as needed; ensure that all variances equal zero on the bottom row, and click “Save.”

Exempt Split Employee Reallocate Budget Details
Position: 195748 **UID: 193873525 Jeanette M Barrett**

Internal ID	Account Name	Account	BPM FTE	Proposed Budget	Percent Budget	Proposed Base Salary	Percent Salary	Salary Set?
110029	ACCT-190913	190913	0.50	26,941	50.00	26,941.24	50.00	Yes
110029	ACCT-190953	190953	0.50	26,941	50.00	26,941.25	50.00	Yes
Reallocated Totals			1.00	53,882	100.00	53,882.49	100.00	
Unadjusted Totals			1.00	53,882	100.00	53,882.49	100.00	
Variance must equal 0			0.00	0	0.00	0.00	0.00	

SPLIT EMPLOYEES DETAILS SCREEN

- 1) Review reallocated “BPM FTE” and “Proposed Budget” figures for accuracy.

Exempt(Subcode: 1013) - Split Employee Details for UniversityID: 193873525

Position	Name	Title	Account	Subcode	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195748	Barrett	Coordinator	190913	1013	0.50	1.00	53,882	53,882	26,941	53,882.49	26,941.24	Yes
			190953	1013	0.50	0.00	0	0	26,941	0.00	26,941.25	Yes
Grand Total					1.00	1.00	53,882	53,882	53,882	53,882.49	53,882.49	

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SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

POSITION EMPLOYEE DETAIL SCREEN

- 1) Click on a “**Position**” or “**UID**” number to select an employee for salary setting. Note that **UIDs** in red indicates an employee’s salary is split among multiple accounts. Positions in blue indicate a position budget is split among multiple accounts.
- 2) Click on “**Split Salary**” or “**Set Salary**” to access the **Split Employee Details** screen.

Position/Employee Details - Itemized Faculty
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195736	199346467	Alders	Asst Prof	0.00	1.00	0	0	0	110,946.00	110,946.00	Yes
1012	195809	191663029	Arianna	Prof	0.35	0.29	75,027	75,027	75,027	60,289.61	60,289.61	Yes
1011	195730	191389905	Benkassem	Assoc Prof	1.00	1.00	93,948	93,948	93,948	93,948.42	93,948.42	Yes
1012	195683	191433042	Briscoe	Prof	0.70	1.00	110,449	110,449	110,449	157,784.05	157,784.05	Yes
1011	195713	195049911	Buggs	Prof	1.00	1.00	94,482	94,482	94,482	94,481.83	94,481.83	Yes
1012	195837	195622398	Burrows	Assoc Prof	0.38	0.41	46,033	46,033	46,033	47,314.91	47,314.91	Yes
1012	195993	193601180	Cheng	Assoc Prof	0.38	0.44	45,693	45,693	45,693	66,575.40	66,575.40	Yes
1012	195691	194356416	Dello-Russo	Prof & Assoc Chair	0.75	0.73	115,358	115,358	115,358	111,924.87	111,924.87	Yes
1012	195815	194871315	Dorr	Prof	0.38	0.50	61,330	61,330	61,330	61,329.64	61,329.64	Yes
1011	195716	194562985	Dziczkaniec	Prof	1.00	1.00	92,212	92,212	92,212	92,212.30	92,212.30	Yes
1012	195717	194567935	Giffen	Prof	0.70	0.94	108,985	108,985	108,985	146,728.17	146,728.17	Yes
1012	195710	194627325	Graham	Assoc Prof	0.75	0.89	98,383	98,383	98,383	117,345.70	117,345.70	Yes
	Variance	-584,391.59										
				Grand Total	24.76	28.19	3,464,197	3,464,197	3,478,697	4,012,466.23	4,063,088.59	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.76	21.46	2,905,348	2,905,348	2,919,848	3,403,615.67	3,454,238.03	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.73	0	0	0	50,001.76	50,001.76	

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Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Note the current “**Proposed Budget**”. A “**Proposed Budget**” that is blue indicates the account is budgetable.
- 2) Salaries for employees split among multiple funding sources may be set “**By Employee**” (if the salary has no increment above base) or “**By Account.**” If an employee’s salary and budget distribution will remain the same, click on “**Set Salary by Employee**” to access the employee-level salary setting screen. Salary changes will then be pro-rated among existing accounts in the same proportion as the account’s adjusted current base salary. Budget will be pro-rated based on the proposed budget before the change. If the salary allocation among accounts will change, reallocate the base salary first by clicking on “**Reallocate Salary.**”

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195622398

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195837	Burrows	Assoc Prof	112913	1012	0.38	0.41	46,033	46,033	46,033	47,314.91	47,314.91	Yes
			112953	1012	0.37	0.50	45,969	45,969	45,969	65,560.76	65,560.76	Yes
				Grand Total	0.75	0.91	92,002	92,002	92,002	112,875.67	112,875.67	

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Reallocate Budget Reallocate Salary Set Salary By Account Set Salary By Employee Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

REALLOCATE SALARY DETAILS SCREEN

- 1) Click “Add a Line Item” if a new KFS Account is needed for salary reallocation.
- 2) Select an appropriate “Internal ID” from the drop-down list, enter the “Account” number, and reallocate “Adjusted Current Base Salary” dollars or percentages to reflect the new fiscal year distribution.
- 3) The “Make Budget” box is checked by default. Uncheck the “Make Budget” box to leave budget unchanged. Ensure that salary variances equal zero on the bottom row. Click “Save” to return to the **Split Employee Details** screen to review the new salary and budget allocations.

Itemized Split Employee - Reallocate Salary Details

Position: **195837** UID: **195622398 Ralph K Burrows**

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Set Salary?	Make Budget
169819	112913	28,218.91	25.00	0.00	0.00	0.00	0.00	0.00	28,218.91	25.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
179187	112953	56,437.84	50.00	0.00	0.00	0.00	0.00	0.00	56,437.84	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
169819	112914	28,218.92	25.00	0.00	0.00	0.00	0.00	0.00	28,218.92	25.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reallocated Totals		112,875.67	100.00	0.00	0.00	0.00	0.00	0.00	112,875.67	100.00		
Unadjusted Totals		112,875.67	100.00	0.00	0.00	0.00	0.00	0.00	112,875.67	100.00		
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Buttons: Add a Line Item, Save, Cancel, BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, EXIT

- 4) Confirm the distribution of salary and budget have been updated appropriately.
- 5) Click “Set Salary By Employee” to add any necessary salary increases that should pro-rate according to the new distribution.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195622398

Position	Name	Title	Account	Subcode	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195837	Burrows	Assoc Prof	112913	1012	0.38	0.41	46,033	46,033	28,219	47,314.91	28,218.91	Yes
			112914	1012	0.00	0.00	0	0	28,219	0.00	28,218.92	Yes
			112953	1012	0.37	0.50	45,969	45,969	56,438	65,560.76	56,437.84	Yes
Grand Total					0.75	0.91	92,002	92,002	112,876	112,875.67	112,875.67	

Page 1

Buttons: Reallocate Budget, Reallocate Salary, Set Salary By Account, Set Salary By Employee, Audit Trail, Print, Search, BACK, ACCOUNT SELECT, ACCOUNT SUMMARY, MAIN MENU, EXIT

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

SALARY SETTING BY EMPLOYEE SCREEN

- 1) Enter any appropriate salary increases and click “**Set Salary.**” The salary changes will be distributed pro-rata based on the adjusted current base salary allocation established on the **Reallocate Salary Details** screen. If all accounts are budgetable in BPM, the budget will also be distributed pro-rata based on the proposed budget allocation prior to the change when the “**Make New Budget Amount**” box is checked. (If non-budgetable accounts are included in the allocation, the “**Make New Budget Amount**” box will not be accessible. See next example.)
- 2) Click “**Back**” to review salary and budget allocations after the salary increase has been set.

Faculty Salary Setting by Employee

Position: 195837 **Ralph K Burrows** Next Position: 198993 | Richard J Cheng Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
92,002	112,875.67	112,875.67	15,000.00	112,875.67	112,876	0.00

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	112,875.67

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2010 Increases

Percent	Amount
0.00	0.00
0.00	0.00
13.29	15,000.00
13.29	15,000.00
	127,875.67
	0.00
	127,875.67
	0.00
	127,875.67

COLA

Merit

Retention, Equity, & Other

Reallocation of Proposed Base Salary

Total Salary Increases subject to 15% CAP

Proposed Base Salary subject to CAP

Faculty Promotion

Proposed Base Salary

Used for Payroll Conversion once Salary has been set

☐ **Make New Budget Amount**

Increments Above Base View

Total Proposed Salary

☒ **Make New Budget Amount**

Employee Terminating prior to July 1.

Salary intentionally not set.

Set Salary **Undo** **Reset to Current Base**

Audit Trail BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Click on “**Reallocate Salary**” to see further detail of the pro-rata distribution of the increase and Proposed Base Salary.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195622398

Position	Name	Title	Account	Subcode	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195837	Burrows	Assoc Prof	112913	1012	0.38	0.41	46,033	46,033	31,969	47,314.91	31,968.91	Yes
			112914	1012	0.00	0.00	0	0	31,969	0.00	31,968.92	Yes
			112953	1012	0.37	0.50	45,969	45,969	63,938	65,560.76	63,937.84	Yes
Grand Total					0.75	0.91	92,002	92,002	127,876	112,875.67	127,875.67	

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Reallocate Budget Reallocate Salary Set Salary By Account Set Salary By Employee Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

REALLOCATE SALARY DETAILS SCREEN

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH NON-BUDGETABLE ACCOUNTS

POSITION/EMPLOYEE DETAILS SCREEN

- 1) Click on a “Position” or “UID” number to select an employee for salary setting.
- 2) Click on “Split Salary” or “Set Salary” to access the Split Employee Details screen.

Position/Employee Details - Itemized Faculty
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1016	193840	198804487	Reddy	Res Assoc	0.00	0.50	0	0	0	25,013.68	25,013.68	Yes
1012	195694	198223486	Phelps	Asst Prof	0.75	0.75	87,207	87,207	87,207	87,206.86	87,206.86	Yes
1012	195692	191315966	Osada	Prof	0.75	0.75	117,209	117,209	117,209	117,209.33	117,209.33	Yes
1012	195693	191004068	O'Hara	Prof	0.75	1.00	131,290	131,290	131,290	175,053.95	175,053.95	Yes
1012	195722	197105776	Morton	Asst Prof	0.75	0.82	90,914	90,914	90,914	98,834.01	98,834.01	Yes
1012	199079	196532320	Moore	Assoc Prof	0.38	0.31	52,327	52,327	52,327	53,432.60	53,432.60	Yes
1012	195700	198728479	Martinelli	Asst Prof	0.38	0.34	41,909	41,909	41,909	46,978.81	46,978.81	Yes
1011	195715	195075286	Malony	Prof	1.00	1.00	115,220	115,220	115,220	115,219.50	115,219.50	Yes
1012	195718	192552483	Lopez	Prof	0.75	0.75	95,402	95,402	95,402	95,316.50	95,316.50	Yes
1012	195727	194761630	Loizeaux	Prof	0.38	0.50	92,562	92,562	92,562	92,561.14	92,561.14	Yes
1011	195701	194832033	Lee	Assoc Prof	1.00	1.00	77,078	77,078	77,078	77,077.93	77,077.93	Yes
1012	195696	193832997	Kappeler	Assoc Prof & Dir	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	Yes
	Variance	-555,634.86		Grand Total	24.76	28.19	3,464,197	3,464,197	3,493,643	4,012,466.23	4,049,277.86	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.76	21.46	2,905,348	2,905,348	2,934,794	3,403,615.67	3,440,427.30	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.73	0	0	0	50,001.76	50,001.76	

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Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Note the current “Proposed Budget”. The ledger 5 account is not budgetable in BPM as its “Proposed Budget” is black, not blue.
- 2) Salaries for employees split among multiple funding sources may be set “By Employee” (if the salary has no increment above base) or “By Account.” If an employee’s salary and budget distribution will remain the same, click on “Set Salary By Employee” to access the employee-level salary setting screen.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 198728479

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195700	Martinelli	Asst Prof	112913	1012	0.38	0.34	41,909	41,909	41,909	46,978.81	46,978.81	Yes
			112953	1012	0.37	0.50	42,031	42,031	42,031	42,031.10	42,031.10	Yes
			525425	1012	0.00	0.16	0	0	0	22,909.69	22,909.69	Yes
			Grand Total		0.75	1.00	83,940	83,940	83,940	111,919.60	111,919.60	

Page 1

Reallocate Budget Reallocate Salary Set Salary By Account Set Salary By Employee Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH NON-BUDGETABLE ACCOUNTS

SET SALARY BY EMPLOYEE SCREEN

- 1) Enter any appropriate salary increases, noting that salary changes will be distributed pro-rata based on the adjusted current base salary allocation. When an employee's salary distribution includes a non-budgetable account, the **"Make New Budget Amount"** boxes will not be accessible, and the budget must be manually updated via reallocation, setting salary by account, or direct budget adjustment.
- 2) Click **"Set Salary"** and then **"Back"** to review the salary allocation and to adjust budget as needed.

Faculty Salary Setting by Employee

Position: 195700 | Nancy M Martinelli | Next Position: 195701 | Charles B Lee | [Select](#)

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
83,940	111,919.60	111,919.60	20,000.00	111,919.60	83,940	27,979.60

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	111,919.60

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2010 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	0.00	0.00
Reallocation of Proposed Base Salary	0.00	0.00
Total Salary Increases subject to 15% CAP		111,919.60
Proposed Base Salary subject to CAP		20,000.00
Faculty Promotion		131,919.60
Proposed Base Salary		131,919.60
Increments Above Base		0.00
Total Proposed Salary		131,919.60

Used for Payroll Conversion once Salary has been set

☐ **Make New Budget Amount**

[View](#)

Employee Terminating prior to July 1. Salary intentionally not set.

[Set Salary](#) [Undo](#) [Reset to Current Base](#)

[Audit Trail](#) [BACK](#) [ACCOUNT SELECT](#) [ACCOUNT SUMMARY](#) [MAIN MENU](#) [EXIT](#)

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH NON-BUDGETABLE ACCOUNTS

DIRECT ADJUSTMENT OF POSITION BUDGET AND BPM FTE

SPLIT EMPLOYEE DETAILS SCREEN

ADJUSTMENT OF POSITION BUDGET

When a position is funded on budgetable and non-budgetable accounts, there are three ways to update the budget on the budgetable accounts based on the new salary we just set: A) Use the **Reallocate Salary Screen**, B) **Set Salary by Account**, or C) **Direct Budget Adjustment**.

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Click on A) “**Reallocate Salary**,” B) “**Set Salary By Account**,” C) or a blue “**Proposed Budget**” amount to open an edit box.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for University/ID: 198728479

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	41,909	46,978.81	55,373.91	Yes
			1909530	1012	0.37	0.50	42,031	42,031	42,031	42,031.10	49,542.05	Yes
			5904250	1012	0.00	0.16	0	0	0	22,909.69	27,003.64	Yes
Grand Total					0.75	1.00	83,940	83,940	83,940	111,919.60	131,919.60	

Page 1

Reallocate Budget Reallocate Salary **Set Salary By Account** Set Salary By Employee Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

A) REALLOCATE SALARY SCREEN

- 2) Click on “**SAVE**” with the “**Make Budget**” check mark on each budgetable account.

Itemized Split Employee - Reallocate Salary Details

Position: 195700 UID: 198728479 Nancy M Martinelli

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
139928	1909130	46,978.81	41.98	0.00	0.00	0.00	8,395.10	0.00	55,373.91	41.98	<input checked="" type="checkbox"/>
141851	1909530	42,031.10	37.55	0.00	0.00	0.00	7,510.95	0.00	49,542.05	37.55	<input checked="" type="checkbox"/>
139928	5904250	22,909.69	20.47	0.00	0.00	0.00	4,093.95	0.00	27,003.64	20.47	<input type="checkbox"/>
Reallocated Totals		111,919.60	100.00	0.00	0.00	0.00	20,000.00	0.00	131,919.60	100.00	
Unadjusted Totals		111,919.60	100.00	0.00	0.00	0.00	20,000.00	0.00	131,919.60	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Add a Line Item Save Cancel

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

B) SET SALARY BY ACCOUNT SCREEN

- 3) Click on “**Set Salary**”

Faculty Salary Setting by Account

Account: 1909530 ACCT-19095300

Position: 195700 Nancy M Martinelli

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
42,031	42,031.10	42,031.10	7,510.95	49,542.05	49,542	0.00

Adjustments to Current Base Salary

Amount	Percent
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	42,031.10

Explanation of Other Adjustments to Current Base

Other Comments

FY 2016 Increases

Amount	Percent
COLA	0.00
Merit	0.00
Retention, Equity, & Other	0.00
Reallocation of Proposed Base Salary	0.00
Faculty Promotion	7,510.95
Proposed Base Salary	49,542.05
Make New Budget Amount	
Increments Above Base	0.00
Make New Budget Amount	49,542.05

Employee Terminating per to July 1. Salary intentionally set.

Set Salary Undo Reset to Current Base

Audit Trail BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS
DIRECT ADJUSTMENT OF POSITION BUDGET AND BPM FTE

C) DIRECT BUDGET ADJUSTMENT - SPLIT EMPLOYEE DETAILS SCREEN

- 4) Enter “**New BPM FTE**,” if applicable.
- 5) Enter “**New Proposed Budget**” amount, or change by percent or dollars.
- 6) Click “**Save**” to create the new budget figure, or “**Cancel**” to leave the budget amount unchanged and close the edit box.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 198728479

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	<div> <div>New BPM FTE: 0.38</div> <div>Proposed Budget: 55,374</div> <div>New Proposed Budget: 60,000</div> <div>Increase By Percent: 8.35</div> <div>Increase By Dollars: 4,626</div> <div>Save Cancel</div> </div>	46,978.81	55,373.91	Yes
			1909530	1012	0.37	0.50	42,031	42,031	42,031	42,031.10	49,542.05	Yes
			5904250	1012	0.00	0.16	0	0	0	29,909.69	27,003.64	Yes
				Grand Total	0.75	1.00	83,940	83,940	104,916	111,919.60	131,919.60	

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[Reallocate Budget](#)
[Reallocate Salary](#)
[Set Salary By Account](#)
[Set Salary By Employee](#)
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[ACCOUNT SELECT](#)
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SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH INCREMENTS ABOVE BASE

POSITION EMPLOYEE DETAILS SCREEN

- 1) Select an employee's "UID" and click "Set Salary."

Position/Employee Details - Itemized Faculty
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1011	195728	191170886	Zhao	Prof	1.00	1.00	85,909	85,909	85,909	85,908.82	85,908.82	Yes
1012	195829	197695505	Wu	Prof	0.38	0.41	56,545	56,545	56,545	56,544.64	56,544.64	Yes
1012	195686	191365435	Williamson	Prof	0.75	1.00	153,961	153,961	153,961	205,280.79	205,280.79	Yes
1012	195706	194399161	Weinekandt	Prof	0.38	0.25	50,066	50,066	50,066	26,805.00	26,805.00	Yes
1012	199083	196532672	Underwood	Prof	0.38	0.30	53,009	53,009	53,009	52,210.95	52,210.95	Yes
1012	195720	191640136	Tsou	Prof	0.75	1.00	101,807	101,807	101,807	135,742.56	135,742.56	Yes
1012	195810	194656707	Stevens	Prof	0.38	0.33	60,613	60,613	60,613	49,361.12	49,361.12	Yes
1012	195680	193936275	Starkey	Prof	0.45	0.50	124,750	124,750	124,750	198,340.00	198,340.00	Yes
1012	195723	197126979	Srivastava	Asst Prof	0.75	1.00	89,537	89,537	89,537	119,382.89	119,382.89	Yes
1012	195689	190700459	Sprangle	Prof	0.75	0.78	92,851	92,851	92,851	96,340.48	96,340.48	Yes
1012	199247	196580512	Solomon	Asst Prof	0.38	0.43	46,572	46,572	46,572	62,427.05	62,427.05	Yes
1012	195832	195717100	Smith	Assoc Prof	0.38	0.50	57,693	57,693	57,693	87,667.64	87,667.64	Yes
	Variant	-585,609.59										
				Grand Total	24.76	28.19	3,464,197	3,464,197	3,464,633	4,012,466.23	4,050,242.59	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.76	21.46	2,905,348	2,905,348	2,905,784	3,403,615.67	3,441,392.03	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.73	0	0	0	50,001.76	50,001.76	

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Split Position Split Salary Reallocate Split List **Set Salary** Set Salary by Spreadsheet Change Subcode Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Increments must be set at the account level. Click on an account number to select it, and then "Set Salary by Account," or, to distribute the base salary increases pro-rata automatically between the accounts first, click on "Set Salary by Employee." After setting salary, return to "Set Salary by Account" to adjust the account on which the increment is budgeted.

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195832	Smith	Assoc Prof	112913	1012	0.38	0.50	57,693	57,693	57,693	87,667.64	87,667.64	Yes
			112953	1012	0.37	0.50	57,544	57,544	57,544	70,979.38	70,979.38	Yes
				Grand Total	0.75	1.00	115,237	115,237	115,237	158,647.02	158,647.02	

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Reallocate Budget Reallocate Salary Set Salary By Account **Set Salary By Employee** Audit Trail Print Search

BACK ACCOUNT SELECT ACCOUNT SUMMARY MAIN MENU EXIT

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH INCREMENTS ABOVE BASE

SALARY SETTING BY EMPLOYEE SCREEN

- 1) Enter any applicable salary increases. Changes to base salary will be distributed to each account pro-rata based on its respective share of the “**Adjusted Current Base Salary**”.
- 2) Increments above base may be viewed at the employee-level but must be set at the account level. Click on “**View**” to open the “**Salary Increments Above Base**” edit box.
- 3) The “**New Amount**” field is blocked from edit. A mouse-over tool tip will remind users that “Increments must be set at the account level.” Click “**Close**.”
- 4) The “**Make New Budget Amount**” box next to “**Total Proposed Salary**” is unchecked and not accessible for split employees with salary increments. The “**Make New Budget Amount**” box next to “**Proposed Base Salary**” may be checked to make the budget equal to the proposed base salary. Click “**Set Salary**.”

Faculty Salary Setting by Employee

Position: 195832 **Brian Smith**

Next Position: 193840 | Abigail M Reddy Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
115,237	153,647.02	153,647.02	7,500.00	153,647.02	115,237	38,410.02

Adjustments to Current Base Salary

Amount	
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	153,647.02

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2010 Increases

Percent	Amount
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
	153,647.02
	7,500.00
	161,147.02
	5,000.00
	166,147.02

☐ **Make New Budget Amount**

☐ **Make New Budget Amount**

Employee Terminating prior to July 1.
Salary intentionally not set.

Set Salary Undo Reset to Current Base

Salary Increments Above Base

Old Amount	New Amount
Admin Increment	5,000.00
Acting Increment	0.00
Total Salary Increments	5,000.00

Increments not used for Payroll Conversion

Close

Audit Trail
BACK
ACCOUNT SELECT
ACCOUNT SUMMARY
MAIN MENU
EXIT

SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH INCREMENTS ABOVE BASE

SPLIT EMPLOYEE DETAILS SCREEN

- 1) To adjust an increment above base, click on an account number, and then click “Set Salary by Account.”

Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195832	Smith	Assoc Prof	112913	1012	0.38	0.50	57,693	57,693	57,693	87,667.64	91,702.91	Yes
			112953	1012	0.37	0.50	57,544	57,544	57,544	70,979.38	74,444.11	Yes
Grand Total					0.75	1.00	115,237	115,237	115,237	158,647.02	166,147.02	

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SALARY SETTING BY ACCOUNT SCREEN

- 1) Click on “View/Edit” to open the Salary Increments Above Base edit box.
- 2) Enter a “New Amount” and click “Update Budgeted Increments Above Base.” Note that increments above base are not fed into PHR and are included in BPM for budgeting purposes only.

Faculty Salary Setting by Account
Account: 112913 ACCT-112913
Position: 195832 Brian Smith

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
57,693	82,667.64	82,667.64	4,035.27	86,702.91	57,693	29,009.91

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	82,667.64

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	4,035.27	Reallocation of Proposed Base Salary
	86,702.91	Faculty Promotion
	5,000.00	Proposed Base Salary
	91,702.91	Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
		<input checked="" type="checkbox"/> Increments Above Base View/Edit
		<input checked="" type="checkbox"/> Total Proposed Salary
		<input checked="" type="checkbox"/> Make New Budget Amount

☐ Employee Terminating prior to July 1.
Salary intentionally not set.

[Set Salary](#)
[Undo](#)
[Reset to Current Base](#)

Salary Increments Above Base

	Old Amount	New Amount
Admin Increment	5,000.00	0.00
Acting Increment	0.00	0.00
Total Salary Increments	5,000.00	0.00

Increments not used for Payroll Conversion

[Update Budgeted Increments Above Base](#)
[Close](#)

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SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH INCREMENTS ABOVE BASE

SALARY SETTING BY ACCOUNT SCREEN

- 1) Note the change to the increment amount.
- 2) With the “**Make New Budget Amount**” checked, click on “**Set Salary.**”

Faculty Salary Setting by Account
Account: 112913 ACCT-112913
Position: 195832 **Brian Smith**

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
57,693	82,667.64	82,667.64	4,035.27	86,702.91	57,693	29,009.91

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	82,667.64

Explanation of Other Adjustments to Current Base

Other Comments

n/a

FY 2010 Increases

	Percent	Amount
COLA	0.00	0.00
Merit	0.00	0.00
Retention, Equity, & Other	0.00	0.00
Reallocation of Proposed Base Salary		0.00
Faculty Promotion		4,035.27
Proposed Base Salary		86,702.91
Increments Above Base		0.00
Total Proposed Salary		86,702.91

☐ **Make New Budget Amount**

☒ **Make New Budget Amount**

Employee Terminating prior to July 1.
Salary intentionally not set.

Set Salary **Undo** **Reset to Current Base**

[Audit Trail](#) [BACK](#) [ACCOUNT SELECT](#) [ACCOUNT SUMMARY](#) [MAIN MENU](#) [EXIT](#)

SPLIT EMPLOYEE DETAILS SCREEN

- 1) Note that **Proposed Budget** has been updated to equal **Total Proposed Salary** including the increment (in this example, the increment was 0).
- 2) If necessary, click on the next account number and then “**Set Salary by Account**” to update that account’s budget and increment.

Itemized Faculty (Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100

Position	Name	Title	Account	Subcode	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
195832	Smith	Assoc Prof	112913	1012	0.38	0.50	57,693	57,693	86,703	87,667.64	86,702.91	Yes
			112953	1012	0.37	0.50	57,544	57,544	57,544	70,979.38	74,444.11	Yes
			Grand Total		0.75	1.00	115,237	115,237	144,247	158,647.02	161,147.02	

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[Reallocate Budget](#) [Reallocate Salary](#) [Set Salary By Account](#) [Set Salary By Employee](#) [Audit Trail](#) [Print](#) [Search](#)

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SET SALARY & POSITION BUDGET

SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES

SET WITH INCREMENTS ABOVE BASE

SALARY SETTING BY ACCOUNT SCREEN

- 1) Click on “View/Edit” to open the “Salary Increments Above Base” edit box.
- 2) Enter a “New Amount” and click “Update Budgeted Increments Above Base.”

Faculty Salary Setting by Account
Account: 112953 ACCT-112953
Position: 195832 Brian Smith

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
57,544	70,979.38	70,979.38	3,464.73	74,444.11	57,544	16,900.11

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	70,979.38

Explanation of Other Adjustments to Current Base
n/a

Other Comments
n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	0.00	Reallocation of Proposed Base Salary
	3,464.73	Faculty Promotion
	74,444.11	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base View/Edit
	74,444.11	Total Proposed Salary
		<input checked="" type="checkbox"/> Make New Budget Amount

☐ Employee Terminating prior to July 1.
Salary intentionally not set.

[Set Salary](#) [Undo](#) [Reset to Current Base](#)

Salary Increments Above Base

	Old Amount	New Amount
Admin Increment	0.00	6,000.00
Acting Increment	0.00	0.00
Total Salary Increments	0.00	6,000.00

Increments not used for Payroll Conversion

[Update Budgeted Increments Above Base](#) [Close](#)

[Audit Trail](#) [BACK](#) [ACCOUNT SELECT](#) [ACCOUNT SUMMARY](#) [MAIN MENU](#) [EXIT](#)

- 3) Note the change to the increment amount.
- 4) With the “Make New Budget Amount” checked, click on “Set Salary.”
- 5) Note that the **Proposed Budget** amount on the summary line has been updated to equal the new **Total Proposed Salary**, inclusive of the increment.

Faculty Salary Setting by Account
Account: 112953 ACCT-112953
Position: 195832 Brian Smith

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
57,544	70,979.38	70,979.38	3,464.73	74,444.11	80,444	5,999.89

Adjustments to Current Base Salary

	Amount
Reallocation of Current Base	0.00
Return From Sabbatical or Leave	0.00
Other Adjustments (explain below)	0.00
Adjusted Current Base Salary	70,979.38

Explanation of Other Adjustments to Current Base
n/a

Other Comments
n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	0.00	Reallocation of Proposed Base Salary
	3,464.73	Faculty Promotion
	74,444.11	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	6,000.00	Increments Above Base View/Edit
	80,444.11	Total Proposed Salary
		<input checked="" type="checkbox"/> Make New Budget Amount

☐ Employee Terminating prior to July 1.
Salary intentionally not set.

[Set Salary](#) [Undo](#) [Reset to Current Base](#)

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SET SALARY & POSITION BUDGET SET SALARY USING SALARY SPREADSHEET

POSITION EMPLOYEE DETAILS SCREEN

- Salaries may be set utilizing a spreadsheet format. Click “Set Salary by Spreadsheet” from any **Position/Employee Details** screen (Itemized Faculty, Exempt, or Non-Exempt).

Position/Employee Details - Itemized Faculty												
Account: 112913 ACCT-112913												
Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1016	193765	191329307	Harvey	Prof	0.00	0.23	0	0	0	24,988.08	24,988.08	Yes
1016	193840	198804487	Reddy	Res Assoc	0.00	0.50	0	0	0	25,013.68	25,013.68	Yes
1012	195680	193936275	Starkey	Prof	0.45	0.50	124,750	124,750	124,750	198,340.00	198,340.00	Yes
1012	195683	191433042	Briscoe	Prof	0.70	1.00	110,449	110,449	110,449	157,784.05	157,784.05	Yes
1012	195684	190722093	Isaacs	Prof	0.35	0.50	91,736	91,736	91,736	45,868.17	45,868.17	Yes
1012	195686	191365435	Williamson	Prof	0.75	1.00	153,961	153,961	153,961	205,280.79	205,280.79	Yes
1012	195689	190700459	Sprangle	Prof	0.75	0.78	92,851	92,851	92,851	96,340.48	96,340.48	Yes
1012	195691	194356416	Dello-Russo	Prof & Assoc Chair	0.75	0.73	115,358	115,358	115,358	111,924.87	111,924.87	Yes
1012	195692	191315966	Osada	Prof	0.75	0.75	117,209	117,209	117,209	117,209.33	117,209.33	Yes
1012	195693	191004068	O'Hara	Prof	0.75	1.00	131,290	131,290	131,290	175,053.95	175,053.95	Yes
1012	195694	198223486	Phelps	Asst Prof	0.75	0.75	87,207	87,207	87,207	87,206.86	87,206.86	Yes
1012	195696	193832997	Kappeler	Assoc Prof & Dir	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	Yes
	Variance	-550,564.96		Grand Total	24.76	28.19	3,464,197	3,464,197	3,507,108	4,012,466.23	4,057,672.96	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.76	21.46	2,905,348	2,905,348	2,948,259	3,403,615.67	3,448,822.40	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.73	0	0	0	50,001.76	50,001.76	
Page 1 [2][3][4]												
<div> Split Position Split Salary Reallocate Split List Set Salary Set Salary by Spreadsheet Change Subcode Audit Trail Print Search </div> <div> BACK ACCOUNT SELECT MAIN MENU EXIT </div>												

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SET SALARY & POSITION BUDGET

SET SALARY USING SALARY SPREADSHEET

SET SALARY BY SPREADSHEET

- 1) Click "Show/Hide Columns" to open column selection box.
- 2) Click on a checkbox ("✓") in the **Show** column to remove columns from current view.
- 3) Click "Refresh."

Account: 112913 - Itemized Faculty Salary Setting Spreadsheet

UID	Name	Position	Set Salary By	Current Base Salary	Realloc Curr Base	Return fr Sabbatical or Leave	Other Fac Adjustmt	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Faculty Promotion
199346467	Alders	195736	112913	110,946.00	0.00	0.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00
191663029	Arianna	195809	ALL	215,262.00	0.00	0.00	0.00	215,262.00	0.00	0.00	0.00	0.00	0.00	215,262.00	0.00	0.00
			112913	60,289.61	0.00	0.00	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00
			112953	75,656.05	0.00	0.00	0.00	75,656.05	0.00	0.00	0.00	0.00	0.00	75,656.05	0.00	0.00
			433025	36,263.76	0.00	0.00	0.00	36,263.76	0.00	0.00	0.00	0.00	0.00	36,263.76	0.00	0.00
			435818	21,526.29	0.00	0.00	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00
			529373	21,526.29	0.00	0.00	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00
191389905	Benkassem	195730	112913	93,948.42	0.00	0.00	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00
191433042	Briscoe	195683	112913	157,784.05	0.00	0.00	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00
195049911	Buggs	195713	112913	94,481.83	0.00	0.00	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00
195622398	Burrows	195837	ALL	112,875.67	0.00	0.00	0.00	112,875.67	0.00	0.00	0.00	15,000.00	0.00	127,875.67	13.29	0.00
			112913	47,314.91	-19,096.00	0.00	0.00	28,218.91	0.00	0.00	0.00	3,750.00	0.00	31,968.91	13.29	0.00
			Total	5,861,138.57	0.00	38,622.36	0.00	5,899,760.93	0.00	0.00	0.00	27,000.00	0.00	5,926,760.93		27,500.00

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Show the spreadsheet with the following columns
Uncheck the box to hide the column from the spreadsheet

Column Name

Reallocation of Current Base ☒ **Show**

Return from Sabbatical or Leave ☒

Other Faculty Adjustment ☒

Faculty Promotion ☒

Admin Increment ☒

Acting Increment ☒

Refresh Close

Audit Trail Print Search Show/Hide Columns MAIN MENU EXIT

ACCOUNT SELECT ACCOUNT SUMMARY

BACK

SET SALARY & POSITION BUDGET

SET SALARY USING SALARY SPREADSHEET

- 4) As on the **Position/Employee Details** screens, sort and search functions are available on the **Salary Setting Spreadsheet**. To find an employee by Last Name, click on “**Search**,” enter the name and click “**Search**” again. Users may also sort the spreadsheet data by clicking on any column heading. Clicking on “**Search**” after selecting a column will allow searches by that column description.
- 5) Salary may be set at the employee level (“**ALL**”) or by account. Click on “**ALL**” or an account number in the “**Set Salary By**” column to open a row for editing.
- 6) Enter salary changes, noting the default checkbox that will **Set Budget equal to Total Proposed Salary** (deselect if necessary), and click on “**Set Salary**” at the end of the row. When selecting “**ALL**” and making adjustments, after “**Set Salary**” is clicked, BPM distributes the increases pro-rata based on the account’s adjusted current base salary.

Account: 112913 - Itemized Faculty Salary Setting Spreadsheet																	
UID	Name	Position	Set Salary By	Current Base Salary	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Total Proposed Base Salary	Set Budget = Prop Base Sal	Total Proposed Salary	Set Budget = Total Proposed Salary	Set Salary
195622398	Burrows	195837	112914	0.00	28,218.92	0.00	0.00	0.00	3,750.00	0.00	31,968.92	13.29	31,968.92	<input checked="" type="checkbox"/>	31,968.92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
193601180	Cheng	198993	112953	65,560.76	56,437.84	0.00	0.00	0.00	7,500.00	0.00	63,937.84	13.29	63,937.84	<input checked="" type="checkbox"/>	63,937.84	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			ALL	122,724.00	122,724.00	0.00	0.00	0.00	2,500.00	0.00	125,224.00	2.04	125,224.00	<input checked="" type="checkbox"/>	125,224.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			112913	66,575.40	66,575.40	0.00	0.00	0.00	2,500.00	0.00	69,075.40	3.76	69,075.40	<input checked="" type="checkbox"/>	69,075.40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
194356416	Dello-Russo	195691	ALL	153,810.94	153,810.94	0.00	0.00	0.00	0.00	0.00	153,810.94	0.00	153,810.94	<input checked="" type="checkbox"/>	153,810.94	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			112913	111,924.87	111,924.87	0.00	0.00	0.00	0.00	0.00	111,924.87	0.00	111,924.87	<input checked="" type="checkbox"/>	111,924.87	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			529813	41,886.07	41,886.07	0.00	0.00	0.00	0.00	0.00	41,886.07	0.00	41,886.07	<input checked="" type="checkbox"/>	41,886.07	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
194871315	Dorr	195815	ALL	165,163.42	165,163.42	0.00	0.00	0.00	0.00	0.00	165,163.42	0.00	165,163.42	<input checked="" type="checkbox"/>	165,163.42	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			112913	61,329.64	61,329.64	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	61,329.64	<input checked="" type="checkbox"/>	61,329.64	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			112953	62,543.82	62,543.82	0.00	0.00	0.00	0.00	0.00	62,543.82	0.00	62,543.82	<input checked="" type="checkbox"/>	62,543.82	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Total				5,864,138.57	5,899,760.93	0.00	0.00	0.00	29,500.00	0.00	5,929,260.93		5,956,760.93		5,974,260.93		
[1] Page 2 [3][4][5][6][7][8][9][10]																	
<div><div>Audit Trail</div><div>Print</div><div>Search</div><div>Show/Hide Columns</div></div> <div><div>ACCOUNT SELECT</div><div>ACCOUNT SUMMARY</div><div>MAIN MENU</div><div>EXIT</div></div> <div><div>BACK</div><div></div></div>																	

SET SALARY & POSITION BUDGET EMPLOYEE TERMINATING PRIOR TO JULY 1

SALARY SETTING BY EMPLOYEE SCREEN

- 1) To zero out the salary of an employee who will be **terminating before the new fiscal year**, click **“Employee Terminating Prior to July 1”** on the Salary Setting by Employee screen.

Note: Terminations are an employee-level function and are not available on the **Salary Setting by Account** screens. The termination must also be processed in PHR to be effective.

- 2) Click **“OK”** to confirm, or **“Undo”** to cancel.

Exempt Salary Setting by Employee

Position: 195724 | Kelli E Barrera | Next Position: 195748 | Jeanette M Barrett | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	0.00	98,812.65	49,407	49,405.65

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	0.00
Adjusted Current Base Salary	98,812.65

Comments: n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
0.00	0.00	Reallocation of Proposed Base Salary
0.00	0.00	Total Salary Increases subject to 15% CAP
	98,812.65	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base View
	98,812.65	Total Proposed Salary
		<input type="checkbox"/> Make New Budget Amount

☒ Employee Terminating prior to July 1.
Salary intentionally not set.

You are about to set all salary adjustments and Proposed Base Salary to Zero. Please click OK to confirm, or Undo to cancel.

[OK](#) [Undo](#) [Reset to Current Base](#)

[Audit Trail](#) [BACK](#) [ACCOUNT SELECT](#) [ACCOUNT SUMMARY](#) [MAIN MENU](#) [EXIT](#)

- 3) Note that the **Total Proposed Salary** and **Proposed Base Salary** are set to zero, but the **Proposed Budget** amount remains unchanged.

Exempt Salary Setting by Employee

Position: 195724 | Kelli E Barrera | Next Position: 195748 | Jeanette M Barrett | Select

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	-98,812.65	0.00	49,407	49,407.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	0.00
Adjusted Current Base Salary	98,812.65

Comments: n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
0.00	-98,812.65	Reallocation of Proposed Base Salary
0.00	-98,812.65	Total Salary Increases subject to 15% CAP
	0.00	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base View
	0.00	Total Proposed Salary
		<input type="checkbox"/> Make New Budget Amount

☒ Employee Terminating prior to July 1.
Salary intentionally not set.

[Set Salary](#) [Undo](#) [Reset to Current Base](#)

[Audit Trail](#) [BACK](#) [ACCOUNT SELECT](#) [ACCOUNT SUMMARY](#) [MAIN MENU](#) [EXIT](#)

SET SALARY & POSITION BUDGET **EMPLOYEE TERMINATING PRIOR TO JULY 1** **RESET TO CURRENT BASE**

- 4) To remove the Termination Flag checkmark, click “**Employee Terminating Prior to July 1**” again. Click “**OK**” to confirm that you intend to set salary for the employee.
- 5) After removing the Termination flag, click “**Reset to Current Base**” to restore all values to the starting point of the working budget process.

Exempt Salary Setting by Employee

Position: 195724 Kelli E Barrera Next Position: 195748 | Jeanette M Barrett

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	-98,812.65	0.00	49,407	49,407.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	0.00
Adjusted Current Base Salary	98,812.65

Comments
n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	-98,812.65	Reallocation of Proposed Base Salary
0.00	-98,812.65	Total Salary Increases subject to 15% CAP
	0.00	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base <input type="button" value="View"/>
	0.00	Total Proposed Salary
		<input type="checkbox"/> Make New Budget Amount

☐ **Employee Terminating prior to July 1.**
Salary intentionally not set.

You intend to set salary. Click OK to confirm or Undo to cancel.

- 6) Click “**Yes**” to confirm the salary reset, and proceed with salary setting for the employee as usual.

Exempt Salary Setting by Employee

Position: 195724 Kelli E Barrera Next Position: 195748 | Jeanette M Barrett

Revised Budget	Current Base Salary	Adjusted Current Base	Salary Increase	Proposed Base Salary	Proposed Budget	Variance
49,407	98,812.65	98,812.65	-98,812.65	0.00	49,407	49,407.00

Adjustments to Current Base Salary

	Amount
Increase to Minimum of Salary Range	0.00
Reallocation of Current Base	0.00
Reclass after freeze and before 7/1	0.00
Adjusted Current Base Salary	98,812.65

Comments
n/a

FY 2010 Increases

Percent	Amount	
0.00	0.00	COLA
0.00	0.00	Merit
0.00	0.00	Retention, Equity, & Other
	-98,812.65	Reallocation of Proposed Base Salary
0.00	-98,812.65	Total Salary Increases subject to 15% CAP
	0.00	Proposed Base Salary
		Used for Payroll Conversion once Salary has been set
		<input type="checkbox"/> Make New Budget Amount
	0.00	Increments Above Base <input type="button" value="View"/>
	0.00	Total Proposed Salary
		<input type="checkbox"/> Make New Budget Amount

☐ **Employee Terminating prior to July 1.**
Salary intentionally not set.

Reset Salary Details to Current Base

You are about to reset salary details to current base.
Please click on Yes to continue or No to cancel resetting salary.

VACANT BUDGETED POSITIONS CREATE/DELETE PENDING BUDGET POSITIONS

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Click “**Vacant Positions**” to access a list of vacant budgeted positions.

VACANT BUDGETED POSITIONS SCREEN

- 1) Click on “**Create Vacant Position.**”
- 2) Select appropriate “**Category Status**” and “**Title Code**” from the drop-down boxes.
- 3) Enter the “**BPM FTE**” and “**Budgeted Amount.**”

Note: Any BPM FTE or Amount entered here must be reduced elsewhere in your budget unless you have been given an allocation to increase your budget FTE or dollars.

- 4) Click “**Create**” to save the position and return to **Vacant Budgeted Positions** screen.

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	449487	9757003	Systems Analyst	1.00	48,000	48,000	48,000	
Grand Total				48,000	48,000	48,000		

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Create Vacant Budgeted Position

Category Status: Exempt Regular
 Title Code: 1013 | 9320505 | Assoc Dir
 BPM FTE: 1.00
 Budgeted Amount: 75,000
 Comments: Training Test

② → Category Status
 ③ → Title Code
 ④ → BPM FTE
 ① → Create

Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 5) The pending position has been assigned a temporary “4XXXXXX” number. Pending positions exist only in BPM. If a permanent position is later created in PHR, the department can process an electronic budget amendment (ELF BA) to move the budget to the permanent position.

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	449487	9757003	Systems Analyst	1.00	48,000	48,000	48,000	
1013	449541	9320505	Assoc Dir	1.00	0	0	75,000	Training Test
Grand Total				48,000	48,000	123,000		

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

⑤ → 449541

DELETE PENDING BUDGETED POSITION

- 1) Click on a pending “**Position**” number. Only pending positions assigned numbers beginning with “4” or “9” may be deleted as long as the position has “**BPM FTE**,” “**Original Budget**” and “**Revised Budget**” all equal to zero.
- 2) Click “**Delete Vacant Position.**” Click “**Delete**” to confirm the deletion or “**Cancel**” to leave the **Vacant Budgeted Positions** data unchanged.

VACANT BUDGETED POSITION LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Click “**Vacant Positions**” to access a list of vacant budgeted positions.

VACANT BUDGETED POSITIONS SCREEN

- 1) To view PHR employee records available to link to a vacant budgeted position, click on “**Link Employee Records.**” Only employees with zero budget FTE and dollars are available to link.

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	449487	9757003	Systems Analyst	1.00	48,000	48,000	48,000	
1013	449541	9320505	Assoc Dir	1.00	0	0	75,000	Training Test
Grand Total				48,000	48,000	123,000		

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AVAILABLE PHR POSITIONS TO LINK SCREEN

- 1) Select an employee record to link by clicking the “**Position**” number.
- 2) Click on “**Link to Vacant Position in BPM.**”

Available PHR Positions to Link
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	PHR FTE	Current Salary	Proposed Salary
1012	195736	199346467	Kristine M Alders	Asst Prof	1.00	110,946.00	110,946.00
1013	191828	194362622	Bryan S Rooney	Director	1.00	105,263.07	105,263.39
1013	192807	196627712	Gail B Render	Systems Analyst	1.00	49,980.00	49,980.00
1013	193182	199616591	Jessica A Harris	Coordinator	1.00	42,556.00	42,556.00
1016	193765	191329307	Cynthia C Harvey	Prof	0.23	24,988.08	24,988.08
1016	193840	198804487	Abigail M Reddy	Res Assoc	0.50	25,013.68	25,013.68
Grand Total					4.73	358,747	358,747

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LINK AVAILABLE POSITION IN PHR TO A VACANT POSITION IN BPM SCREEN

- 3) Select from the list of Available BPM Positions to link. Click on a “**Position**” number.
- 4) Click on “**Link to Vacant BPM Position.**” The selected BPM position will be removed from the “**Vacant Budgeted Positions**” list and its budget will be moved to the selected available PHR position.

Link Available Position in PHR to a Vacant Position in BPM
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	PHR FTE	Current Salary	Proposed Salary
1013	192807	196627712	Gail B Render	Systems Analyst	1.00	49,980.00	49,980.00

Available BPM Positions to link to the above PHR Position

Sub code	Position	Title	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	449487	9757003	Systems Analyst	1.00	48,000	48,000	48,000	
1013	449541	9320505	Assoc Dir	1.00	0	0	75,000	Training Test
Grand Total				2.00	48,000	48,000	123,000	

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VACANT BUDGETED POSITION LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT SUMMARY SCREEN

- 1) To view the linked budgeted position on the **Position/Employee Details Screen**, click on “**Faculty**,” “**Exempt**,” or “**Non-Exempt**” from the **Account Summary Screen** depending on the employment category of the linked employee.

POSITION/EMPLOYEE DETAILS SCREEN

- 1) Note that the PHR position number, Category Status, Title, and subcode have superseded those of the vacant BPM position. The vacant BPM position has been deleted.
- 2) This can be verified by selecting “**Audit Trail**” from the **Position/Employee Details** screen for the original BPM position Category/Status.

Position/Employee Details - Exempt(SUBCODE: 1013)
Account: 112913 ACCT-112913

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1013	191828	194362622	Rooney	Director	0.00	1.00	0	0	0	105,263.07	105,263.39	Yes
1013	191941	195900250	Herbert	Coordinator	1.00	1.00	63,985	63,985	71,985	63,984.60	71,984.60	Yes
1013	192807	196627712	Render	Systems Analyst	1.00	1.00	48,000	48,000	48,000	49,980.00	49,980.00	Yes
1013	193182	199616591	Harris	Coordinator	0.00	1.00	0	0	0	42,556.00	42,556.00	Yes
1013	195681	193315971	Thorpe	Exec Dir	1.00	1.00	110,591	110,591	110,591	110,590.97	110,590.97	Yes
1013	195712	192272473	Semeiks	Director	1.00	1.00	72,959	72,959	72,959	72,959.38	72,959.38	Yes
1013	195724	193586296	Barrera	Director	0.50	0.55	49,407	49,407	49,407	54,627.05	54,627.05	No
1013	195734	190865929	Janicki	Director	0.90	1.00	69,580	69,580	69,580	77,312.29	77,312.29	Yes
1013	195737	195774790	Lee	Coordinator	1.00	1.00	48,820	48,820	48,820	48,819.62	48,819.62	Yes
1013	195739	192853856	Prokopy	Business Manager	1.00	1.00	51,090	51,090	51,090	51,089.63	51,089.63	Yes
1013	195742	192213155	Harpold	Coordinator	1.00	1.00	51,351	51,351	51,351	51,351.44	51,351.44	Yes
1013	195743	195309480	Aute	Coordinator	1.00	1.00	54,437	54,437	54,437	54,436.51	54,436.51	Yes
	Variance	-91,548.39		Grand Total	17.70	19.35	1,205,265	1,205,265	1,261,324	1,371,813.32	1,352,872.39	

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AUDIT TRAIL SCREEN

Audit Trail - Position/Employee Details - Exempt(SUBCODE: 1013)
Account: 112913 ACCT-112913

User	Date/Time	Action Taken	Sub code	UID	FTE	Budget	Salary	Comments
Trainer	4/3/2009 11:24:52 AM	Position Linked	1013	196627712	FTE Old: 0.00 New: 1.00	Budget Old: 0 New: 48,000		Linked PHR Employee to Vacant BPM Position with Vacant Position: 449487 Name: Gail B Render

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VACANT BUDGETED POSITION UPDATE TITLE CODE/SUBCODE, BUDGET, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

- 1) To change the **Title Code**, **Title Name**, and **Subcode** of a Vacant Position, click on the blue “**Title Code**” of a position to open an edit box.

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1013	449542	9320505	Assoc Dir	1.00	0	0	75,000	Training Test
Grand Total				0	0	75,000		

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 2) Select the appropriate “**Category Status**” and “**Title Code**,” and enter any necessary “**Comments**.”
- 3) Click “**Save**” to save changes or “**Cancel**” to reset the data. **Please note that a title code change in BPM will not feed to PHR.**

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Proposed Budget
1013	449542	<p>Current Title Code: 9320505 Assoc Dir</p> <p>Category Status:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Faculty Academic Year <input type="radio"/> Faculty 12 Month <input type="radio"/> Exempt Regular <input type="radio"/> Non-Exempt Regular <input type="radio"/> Faculty NT Acad Yr <input type="radio"/> Faculty NT 12 Months <p>Title Code: 1011 9217502 Asst Prof</p> <p>Comments: Training Test Title Change</p> <p>Save Cancel</p>	Assoc Dir	1.00	75,000

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 4) Review changes to the Vacant Position’s attributes.
- 5) To update the “**BPM FTE**” and/or “**Proposed Budget**” for the position, click on the blue “**Proposed Budget**” amount to open an edit box.

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1011	449542	9217502	Asst Prof	1.00	0	0	75,000	Training Test Title Change
Grand Total				0	0	75,000		

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Update Comments Create Vacant Position Delete Vacant Position Link Employee Records Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

VACANT BUDGETED POSITION UPDATE TITLE CODE/SUBCODE, BUDGET, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

- 1) Enter a “New BPM FTE” and/or change the position’s **Proposed Budget** by percentage or dollars, and click “Save.”

Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget
1011	449542	Asst Prof	1.00	0	0	<div> New BPM FTE <input type="text" value="1.00"/> Proposed Budget <input type="text" value="75,000"/> New Proposed Budget <input type="text" value="80,000"/> Increase By Percent <input type="text" value="6.67"/> Increase By Dollars <input type="text" value="5,000"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>

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Vacant Budgeted Positions
Account: 112913 ACCT-112913

Sub code	Position	Title Code	Title Name	BPM FTE	Original Budget	Revised Budget	Proposed Budget	Comments
1011	449542	9217502	Asst Prof	1.00	0	0	80,000	Training Test Title Change
Grand Total				0	0	80,000		

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SETTING BUDGETS FOR POOLED POSITIONS

LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

POOLED POSITION WORKSHEETS

Each pooled detail screen can be used as a worksheet to help set pooled salary budgets. New employees may be added and deleted, and projected salaries can be changed on the worksheets. **Use of the worksheets is optional. Projected salary information IS NOT fed to PHR for payroll conversion.** Worksheet functionality is the same for each pooled detail screen and is described below, using the Graduate Assistant worksheet as the example.

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Access the worksheet for **Lecturers, Faculty Contractual, Contingent II, or Graduate Assistants** from the **Account Budget Summary** screen by clicking on the respective brown field name.

GRADUATE ASSISTANT DETAIL SCREEN

- 1) Note that the **Proposed Budget** amount matches the budget figure on the **Account Budget Summary** screen, but that **Projected Salary** may reflect a different figure.
- 2) To add a new line, click “Add Line.”

Graduate Assistants Detail
Account: 112913 ACCT-112913

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Res Grad Asst II	0.50	21,500.00	21,500.00
1020	190714838	Sampras	Res Grad Asst II	0.50	29,000.00	29,000.00
Grand Total				1.00	50,500.00	50,500.00

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2007 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	436,844	362,953	362,953	50,500.00	312,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

① → Add Line
② → Add Line

- 3) Enter the **Name**, “**PHR FTE**,” and “**Projected Salary**” for the employee, and click “**Save**.”

Graduate Assistants Detail
Account: 112913 ACCT-112913

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	192068359	Moora	Res Grad Asst II	0.50	21,500.00	21,500.00
1020	190714838	Sampras	Res Grad Asst II	0.50	29,000.00	29,000.00
Grand Total				1.00	50,500.00	50,500.00

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Add Graduate Assistants Line Item

Last Name: M.I. First Name:

PHR FTE: Projected Salary:

Save Cancel

2007 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	436,844	362,953	362,953	50,500.00	312,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

③ → Add Line

SETTING BUDGETS FOR POOLED POSITIONS

LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

- 4) Confirm that the employee has been added.
- 5) To update the “**PHR FTE**” or “**Projected Salary**” for an employee, click on the blue “**Projected Salary**” amount to open an edit box.

Graduate Assistants Detail
Account: 112913 ACCT-112913

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	190714838	Sampras	Res Grad Asst II	0.50	29,000.00	29,000.00
1020	192068359	Moora	Res Grad Asst II	0.50	21,500.00	21,500.00
1020	999900522	Smith	Vacant	0.50	0.00	18,000.00
Grand Total				1.50	50,500.00	68,500.00

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2007 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	436,844	362,953	362,953	68,500.00	294,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 6) Enter a new “**New Projected Salary**,” or change by percentage or dollars, and click “**Save**.”
- 7) To delete a line, click on the “**UID**” to highlight the row, and then click “**Delete Line**.” An employee line with “**Current Salary**” cannot be deleted, but that employee’s “**Projected Salary**” can be reduced to zero.

Graduate Assistants Detail
Account: 112913 ACCT-112913

Sub code	UID	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	190714838	Sampras	Res Grad Asst II	0.50	29,000.00	29,000.00
1020	192068359	Moora	Res Grad Asst II	0.50	21,500.00	<div> New PHR FTE <input type="text" value="0.50"/> Projected Salary <input type="text" value="21,500.00"/> New Projected Salary <input type="text" value="25,000.00"/> Increase By Percent <input type="text" value="16.28"/> Increase By Dollars <input type="text" value="3,500.00"/> Save Cancel </div>
1020	999900542	Smith	Vacant	0.50	0.00	18,000.00
Grand Total				1.50	50,500.00	68,500.00

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FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	436,844	362,953	362,953	68,500.00	294,453.00

Save Cancel

Add Line Delete Line Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR POOLED POSITIONS LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

- 8) To update the pool budget, enter the new “**Proposed Budget**” amount and click “**Save**.”
- 9) Click “**Back**” to return to the **Account Budget Summary** screen to review the updated budget.

Graduate Assistants Detail
Account: 112913 ACCT-112913

Sub code	UID ▲	Name	Title	PHR FTE	Current Salary	Projected Salary
1020	190714838	Sampras	Res Grad Asst II	0.50	29,000.00	29,000.00
1020	192068359	Moora	Res Grad Asst II	0.50	21,500.00	25,000.00
1020	999900542	Smith	Vacant	0.50	0.00	18,000.00
Grand Total				1.50	50,500.00	72,000.00

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FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Projected Salary	Variance
741,217	436,844	362,953	80,000	72,000.00	8,000.00

8 →
Save
Cancel

Add Line
Delete Line
Audit Trail
Print
Search

9 →
BACK
ACCOUNT SELECT
MAIN MENU

EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING

OTHER SALARY & WAGES BUDGET ADJUSTMENTS

ACCOUNT BUDGET SUMMARY SCREEN

1) Click on the red “Other S/W” field name to access the Other S/W Subcode Budget Details screen.

Account Budget Summary				390601 ACCT-390601			
	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00	Revenue	-7,520,831		
Lecturers	0		0.00	Itemized S/W	1,874,320	33.50	28.00
Faculty Contractual	0		0.00	Non-Itemized S/W	42,603		0.00
Contingent II	42,603		0.00	Other S/W	2,173,694		
Graduate Assistant	0		0.00	Operating Expense	4,005,646		
Exempt	1,760,638	30.00	26.00	Account Total	575,432		
Non-Exempt	113,682	3.50	2.00				
Labor & Assistants	1,557,225						
Fringe Benefits	593,469						
Overtime	23,000						
Turnover & Other	0						
Total Salaries / Wages	4,090,617	33.50	28.00				

Program: 08/Auxiliary
 Division: 70/Division 70
 Department: 17013/DEPT-17013
 Dept-SubDept: 17013-01/DEPT-17013-01
 Support Indicator: 2/Self Support

Next Account Vacant Positions Print ACCOUNT SELECT MAIN MENU EXIT

OTHER S/W SUBCODE BUDGET DETAILS

1) Click on a blue “Proposed Budget” amount to open an edit box.

Subcode Category	Sub code	Description	FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	2090	Contractual Employees	18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	0.00	0
	2074	FWS Student	0	1,400	1,400	1,400	0.00	0
	2075	Student (Other)	1,280,622	1,497,825	1,497,825	1,497,825	0.00	0
Fringe Benefits	1000	Leave Payout	22,063	15,000	15,000	15,000	0.00	0
	2705	TIAA Optional Retirement	82,612	89,344	89,344	89,344	0.00	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	0.00	0
	2711	Retiree Health Insurance	44,006	48,058	48,058	48,058	0.00	0
Itemized S/W Total			0	1,874,320	1,874,320	1,874,320	0.00	0
Non-Itemized S/W Total			18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants Total			1,333,952	1,557,225	1,557,225	1,557,225	0.00	0
Fringe Benefits Total			510,961	593,469	593,469	593,469	0.00	0
Overtime Total			20,027	23,000	23,000	23,000	0.00	0
Turnover & Other Total			0	0	0	0	N/A	0
Grand Total			1,883,504	4,090,617	4,090,617	4,090,617	0.00	0

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Add Line Delete Line Fringe Benefits Calculator Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING

OTHER SALARY & WAGES BUDGET ADJUSTMENTS

2) Enter a “New Proposed Budget,” or make changes by percentage or dollars, and click “Save.”

Subcode Category	Sub code	Description	FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	2090	Contractual Employees	18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	0.00	0
	2074	FWS Student	0	1,400	1,400	1,400	0.00	0
	2075	Student (Other)	1,280,622	1,497,825	1,497,825	1,300,000	0.00	0
						Proposed Budget: 1,497,825 New Proposed Budget: 1,300,000 Increase By Percent: -13.21 Increase By Dollars: -197,825 <input type="button" value="Save"/> <input type="button" value="Cancel"/>		
Fringe Benefits	1000	Leave Payout	22,063	15,000	15,000	15,000	0.00	0
	2705	TIAA Optional Retirement	82,612	89,344	89,344	89,344	0.00	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	0.00	0
	2711	Retiree Health Insurance	44,006	48,058	48,058	48,058	0.00	0
Itemized S/W Total			0	1,874,320	1,874,320	1,874,320	0.00	0
Non-Itemized S/W Total			18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants Total			1,333,952	1,557,225	1,557,225	1,557,225	0.00	0
Fringe Benefits Total			510,961	593,469	593,469	593,469	0.00	0
Overtime Total			20,027	23,000	23,000	23,000	0.00	0
Turnover & Other Total			0	0	0	0	N/A	0
Grand Total			1,883,504	4,090,617	4,090,617	4,090,617	0.00	0

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3) Note the resulting “Proposed Budget” figure, as well as the “Percent Change” and “\$ Change.”

Subcode Category	Sub code	Description	FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	2090	Contractual Employees	18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	0.00	0
	2074	FWS Student	0	1,400	1,400	1,400	0.00	0
	2075	Student (Other)	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
Fringe Benefits	1000	Leave Payout	22,063	15,000	15,000	15,000	0.00	0
	2705	TIAA Optional Retirement	82,612	89,344	89,344	89,344	0.00	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	0.00	0
	2711	Retiree Health Insurance	44,006	48,058	48,058	48,058	0.00	0
Itemized S/W Total			0	1,874,320	1,874,320	1,874,320	0.00	0
Non-Itemized S/W Total			18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants Total			1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
Fringe Benefits Total			510,961	593,469	593,469	593,469	0.00	0
Overtime Total			20,027	23,000	23,000	23,000	0.00	0
Turnover & Other Total			0	0	0	0	N/A	0
Grand Total			1,883,504	4,090,617	4,090,617	3,892,792	-4.84	-197,825

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SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Click on the red “Fringe Benefits” field name to access the **Fringe Benefits Subcode S/W Budget Details** screen.

Account Budget Summary

390601

ACCT-390601

	Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00
Lecturers	0		0.00
Faculty Contractual	0		0.00
Contingent II	42,603		0.00
Graduate Assistant	0		0.00
Exempt	1,760,638	30.00	26.00
Non-Exempt	113,682	3.50	2.00
Labor & Assistants	1,557,225		
Fringe Benefits	593,469		
Overtime	23,000		
Turnover & Other	0		
Total Salaries / Wages	4,090,617	33.50	28.00

	Budget	BPM FTE	PHR FTE
Revenue	-8,096,263		
Itemized S/W	1,874,320	33.50	28.00
Non-Itemized S/W	42,603		0.00
Other S/W	2,173,694		
Operating Expense	4,005,646		
Account Total	0		

Program: 08Auxiliary
Division: 70Division 70
Department: 17013DEPT-17013
Dept-SubDept: 17013-01DEPT-17013-01
Support Indicator: 2Self Support

Next Account
Vacant Positions
Print
ACCOUNT SELECT
MAIN MENU
EXIT

FRINGE BENEFITS SUBCODE S/W BUDGET DETAILS SCREEN

- 1) To review and update fringe benefits at the employee level, click on “Fringe Benefits Calculator” to access employee-level fringe benefit detail.

Subcode Category	Sub code	Description	FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	2090	Contractual Employees	18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	0.00	0
	2074	FWS Student	0	1,400	1,400	1,400	0.00	0
	2075	Student (Other)	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
Fringe Benefits	1000	Leave Payout	22,063	15,000	15,000	15,000	0.00	0
	2705	TIAA Optional Retirement	82,612	89,344	89,344	89,344	0.00	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	0.00	0
	2711	Retiree Health Insurance	44,006	48,058	48,058	48,058	0.00	0
Itemized S/W Total			0	1,874,320	1,874,320	1,874,320	0.00	0
Non-Itemized S/W Total			18,564	42,603	42,603	42,603	0.00	0
Labor & Assistants Total			1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
Fringe Benefits Total			510,961	593,469	593,469	593,469	0.00	0
Overtime Total			20,027	23,000	23,000	23,000	0.00	0
Turnover & Other Total			0	0	0	0	N/A	0
Grand Total			1,883,504	4,090,617	4,090,617	3,892,792	-4.84	-197,825

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Add Line
Delete Line
Fringe Benefits Calculator
Audit Trail
Print
Search

BACK
ACCOUNT SELECT
MAIN MENU
EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

FRINGE BENEFITS CALCULATOR SCREEN

- 1) Click on an employee's "UID" to open a line for editing. Most fringe benefit amounts for itemized employees are system-calculated (except for "Accrued Leave Payout" and "Tuition Remission"). Due to a lack of budget allocations for the new fiscal year, "Other Post-Employee Benefits" and "Supplemental Match" have been pre-populated with zero dollars and blocked from user edit.
- 2) Enter any changes to fringe benefits estimates and click "Save." (Note the change to the **Estimated Total** and its difference from the initial **Proposed Budget** figure.)

UID	Name	Proposed Salary/Budget	Ret Code	Ret Plan/Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount	Options
190086157	Timothy L. Mobarak	72,669.20	2705	TIAA Optional Retirement	5,269	0	5,139	0	0	5,559	73	0	0	0	16,039	
192030172	Bonnie A Tyagi	85,569.61	2705	TIAA Optional Retirement	6,204	0	11,978	0	0	6,546	86	0	0	0	24,813	
193193876	James E Barker	42,000.00	2705	TIAA Optional Retirement	3,045	0	8,967	0	0	3,213	42	0	0	0	15,267	
193410430	Stacie R Shaughnessy	51,683.00	2760	Employees Pension	5,132	0	5,042	0	0	3,954	52	0	0	0	14,180	
193439547	Deborah M Harper	43,891.56	2705	TIAA Optional Retirement	3,182	0	0	0	0	3,358	44	0	0	0	6,584	
193505648	David R Erickson-Natishan	66,556.33	2705	TIAA Optional Retirement	4,825	0	11,543	0	0	5,092	67	0	0	0	21,527	
193964087	Barbara D Brooks	88,928.36	2705	TIAA Optional Retirement	6,447	0	4,919	0	0	6,803	89	0	0	0	18,258	
194122882	Lawrence P Nottingham	62,138.99	2705	TIAA Optional Retirement	4,505	0	12,126	0	0	4,754	62	0	0	0	21,447	
194809684	Andrea C Bush	85,569.00	2705	TIAA Optional Retirement	6,204	0	8,049	0	0	6,546	86	0	0	0	20,885	
194955756	Jay P Rigaby	113,407.57	2705	TIAA Optional Retirement	8,222	0	11,448	0	0	6,787	113	0	0	0	26,570	
195039202	Shawn P Farrell	50,536.00	2705	TIAA Optional Retirement	3,664	3,000	4,919	0	0	3,866	51	0	0	0	15,500	Save Undo
195181611	Susan D Cohen	40,000.00	2760	Employees Pension	3,972	0	5,139	0	0	3,060	40	0	0	0	12,211	
Estimated Total					131,805	0	196,672	0	0	125,980	1,672	0	0	9,626	465,755	
Proposed Budget					112,740	15,000	271,614	48,058	0	124,392	4,039	6,200	1,800	9,626	593,469	
Variance					-19,065	15,000	74,942	48,058	0	-1,588	2,368	6,200	1,800	0	127,714	

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Set Estimated Total as Proposed Budget Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 3) Click on the "UID" of a Vacant Position to open the line for editing. If the vacant position will be filled, enter estimated fringe benefits for the anticipated employee. For vacant positions, no fields are system-calculated, so the user must enter all changes. The **Retirement Amount** field ("Ret Amount") has a drop-down menu by which the user can estimate benefits using the selected retirement plan.

UID	Name	Proposed Salary/Budget	Ret Code	Ret Plan/Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount	Options
198951419	Alex Smith	43,500.00	2705	TIAA Optional Retirement	3,154	0	3,843	0	0	3,328	44	0	0	0	10,368	
199266475	Kimberly M Ellis	57,021.20	2705	TIAA Optional Retirement	4,134	0	5,937	0	0	4,362	57	0	0	0	14,490	
199295895	Kathryn L Chan	53,000.00	2760	Employees Pension	5,263	0	4,134	0	0	4,055	53	0	0	0	13,504	
199851596	Diana S Omalley	50,000.00	2705	TIAA Optional Retirement	3,625	0	5,057	0	0	3,825	50	0	0	0	12,557	
999999999	Vacant-Position: 190529	33,226.00				0	0	0	0	0	0	0	0	0	0	
999999999	Vacant-Position: 190526	43,664.00				0	0	0	0	0	0	0	0	0	0	
999999999	Vacant-Position: 190533	40,706.00				0	0	0	0	0	0	0	0	0	0	
999999999	Vacant-Position: 196900	48,382.00	2720	Employees Retirement	4,272	0	4,800	0	0	0	0	0	0	0	9,072	
999999999	Vacant-Position: 190520	47,745.00				0	0	0	0	0	0	0	0	0	0	
			2772	Workers Compensation Employee										9,626	9,626	
Estimated Total					136,077	3,000	201,472	0	0	125,980	1,672	0	0	9,626	477,827	
Proposed Budget					112,740	15,000	271,614	48,058	0	124,392	4,039	6,200	1,800	9,626	593,469	
Variance					-23,337	12,000	70,142	48,058	0	-1,588	2,367	6,200	1,800	0	115,642	

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Set Estimated Total as Proposed Budget Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

- 4) Certain benefits are charged at a pooled level, rather than by employee. For example, Workers Compensation is charged in a lump sum and is not broken out by person. To budget a pooled fringe benefit subcode, click on the blue “**Other Benefits**” field to open an edit box. Enter an amount in the “**New Other Benefits**” field, or change by percentage or dollars, and click “**Save.**”

UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Other Benefits
198951419	Alex Smith	43,500.00	2705	TIAA Optional Retirement	0
199266475	Kimberly M Ellis	57,021.20	2705	TIAA Optional Retirement	0
199295895	Kathryn L Chan	53,000.00	2760	Employees Pension	0
199851596	Diana S Omalley	50,000.00	2705	TIAA Optional Retirement	0
999999999	Vacant-Position: 190529	33,226.00			0
999999999	Vacant-Position: 190526	43,664.00			0
999999999	Vacant-Position: 190533	40,706.00			0
999999999	Vacant-Position: 196900	48,382.00	2720	Employees Retirement	0
999999999	Vacant-Position: 190520	47,745.00			0
			2772	Workers Compensation Emp	<div> Other Benefits 9,626 New Other Benefits 11,500 Increase By Percent 19.47 Increase By Dollars 1,874 Save Cancel </div>
Estimated Total Proposed Budget Variance					9,626 9,626 0

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Set Estimated Total as Proposed Budget Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

- 5) After adjusting fringe benefits as necessary, note that the revised fringe benefit cost estimate (“**Estimated Total**”) differs from the original **Proposed Budget** amount for fringe benefits. To use the revised figure as the new Fringe Benefits budget amount for the account, click “**Set Estimated Total as Proposed Budget.**”

UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount
198951419	Alex Smith	43,500.00	2705	TIAA Optional Retirement	3,154	0	3,843	0	0	3,328	44	0	0	0	10,368
199266475	Kimberly M Ellis	57,021.20	2705	TIAA Optional Retirement	4,134	0	5,937	0	0	4,362	57	0	0	0	14,490
199295895	Kathryn L Chan	53,000.00	2760	Employees Pension	5,263	0	4,134	0	0	4,055	53	0	0	0	13,504
199851596	Diana S Omalley	50,000.00	2705	TIAA Optional Retirement	3,625	0	5,057	0	0	3,825	50	0	0	0	12,557
999999999	Vacant-Position: 190529	33,226.00			0	0	0	0	0	0	0	0	0	0	0
999999999	Vacant-Position: 190526	43,664.00			0	0	0	0	0	0	0	0	0	0	0
999999999	Vacant-Position: 190533	40,706.00			0	0	0	0	0	0	0	0	0	0	0
999999999	Vacant-Position: 196900	48,382.00	2720	Employees Retirement	4,272	0	4,800	0	0	0	0	0	0	0	9,072
999999999	Vacant-Position: 190520	47,745.00			0	0	0	0	0	0	0	0	0	0	0
			2772	Workers Compensation Employee										11,500	11,500
				Estimated Total	136,077	3,000	201,472	0	0	125,980	1,672	0	0	11,500	479,701
				Proposed Budget	112,740	15,000	271,614	48,058	0	124,392	4,039	6,200	1,800	11,500	595,343
				Variance	-23,337	12,000	70,142	48,058	0	-1,588	2,367	6,200	1,800	0	115,642

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Set Estimated Total as Proposed Budget Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING FRINGE BENEFITS CALCULATOR

- 6) Confirm that **Proposed Budget** is equal to the **Estimated Total** on the **Fringe Benefit Calculator** screen and that the amount carries over to the **Fringe Benefits Subcode S/W Budget Details** screen.

UID	Name	Proposed Salary/Budget	Ret Code	Ret Plan/Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount
198951419	Alex Smith	43,500.00	2705	TIAA Optional Retirement	3,154	0	3,843	0	0	3,328	44	0	0	0	10,368
199266475	Kimberly M Ellis	57,021.20	2705	TIAA Optional Retirement	4,134	0	5,937	0	0	4,362	57	0	0	0	14,490
199295895	Kathryn L Chan	53,000.00	2760	Employees Pension	5,263	0	4,134	0	0	4,055	53	0	0	0	13,504
199851596	Diana S Omalley	50,000.00	2705	TIAA Optional Retirement	3,625	0	5,057	0	0	3,825	50	0	0	0	12,557
999999999	Vacant-Position: 190529	33,226.00			0	0	0	0	0	0	0	0	0	0	0
999999999	Vacant-Position: 190526	43,664.00			0	0	0	0	0	0	0	0	0	0	0
999999999	Vacant-Position: 190533	40,706.00			0	0	0	0	0	0	0	0	0	0	0
999999999	Vacant-Position: 196900	48,382.00	2720	Employees Retirement	4,272	0	4,800	0	0	0	0	0	0	0	9,072
999999999	Vacant-Position: 190520	47,745.00			0	0	0	0	0	0	0	0	0	0	0
			2772	Workers Compensation Employee										11,500	11,500
				Estimated Total	136,077	3,000	201,472	0	0	125,980	1,672	0	0	11,500	479,701
				Proposed Budget	136,077	3,000	201,472	0	0	125,981	1,674	0	0	11,500	479,704
				Variance	0	0	0	0	0	1	2	0	0	0	3

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Set Estimated Total as Proposed Budget Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

FRINGE BENEFITS SUBCODE S/W BUDGET DETAILS SCREEN

Subcode Category	Sub code	Description	FY08 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	2090	Contractual Employees	18,564	42,603	42,603	42,603	0.00	0
	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	0.00	0
Labor & Assistants	2074	FWS Student	0	1,400	1,400	1,400	0.00	0
	2075	Student (Other)	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
Fringe Benefits	1000	Leave Payout	22,063	15,000	15,000	3,000	-80.00	-12,000
	2705	TIAA Optional Retirement	82,612	89,344	89,344	92,448	3.47	3,104
	2710	Health Insurance	202,730	271,614	271,614	201,472	-25.62	-70,142
	2711	Retiree Health Insurance	44,006	48,058	48,058	0	-100.00	-48,058
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
		Non-Itemized S/W Total	18,564	42,603	42,603	42,603	0.00	0
		Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
		Fringe Benefits Total	510,961	593,469	593,469	479,704	-19.17	-113,765
		Overtime Total	20,027	23,000	23,000	23,000	0.00	0
		Turnover & Other Total	0	0	0	0	N/A	0
		Grand Total	1,883,504	4,090,617	4,090,617	3,779,027	-7.62	-311,590

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Add Line Delete Line Fringe Benefits Calculator Audit Trail Print Search

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING OPERATING EXPENSE BUDGET ADJUSTMENTS

ACCOUNT BUDGET SUMMARY SCREEN

- 1) From the **Account Budget Summary** screen, click on “**Operating Expense**” (or “**Revenue**”) to access the **Operating Subcode Budget Details** screen.

	Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00
Lecturers	0		0.00
Faculty Contractual	0		0.00
Contingent II	42,603		0.00
Graduate Assistant	0		0.00
Exempt	1,760,638	30.00	26.00
Non-Exempt	113,682	3.50	2.00
Labor & Assistants	1,557,225		
Fringe Benefits	593,469		
Overtime	23,000		
Turnover & Other	0		
Total Salaries / Wages	4,090,617	33.50	28.00

	Budget	BPM FTE	PHR FTE
Revenue	-8,096,263		
Itemized S/W	1,874,320	33.50	28.00
Non-Itemized S/W	42,603		0.00
Other S/W	2,173,694		
Operating Expense	4,005,646		
Account Total	0		

Program: 08Auxiliary
 Division: 70Division 70
 Department: 17013DEPT-17013
 Dept-SubDept: 17013-01DEPT-17013-01
 Support Indicator: 2Self Support

Buttons: Next Account, Vacant Positions, Print, ACCOUNT SELECT, MAIN MENU, EXIT

OPERATING SUBCODE BUDGET DETAILS SCREEN

- 2) To adjust a subcode budget, click the “**Proposed Budget**” field to open an edit box. Enter changes and click “**Save**,” or click “**Cancel**” to leave the field unchanged.
- 3) To add an operating budget expense subcode not already listed, click “**Add Line**.”

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone Expense	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of State Travel	124,958	134,299	134,299	134,299	N/A	0
3612	Gas & Oil	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance & Repair	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	10,000	N/A	0
3717	Equipment Rental	50	1,000	1,000	1,000	N/A	0
3000-5999 Operating Total		601,305	681,748	681,748	681,748	0.00	0
9000-9999 Transfers Total		3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
Grand Total		4,033,986	4,005,646	4,005,646	4,005,646	0.00	0

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Buttons: Add Line, Delete Line, Audit Trail, Print, Search, Allocate Proposed Budget Based on, Allocate, Undo

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

- 1) Select a “Subcode” from the drop-down box.
- 2) Enter the **Proposed Budget** amount in the “Budget” field, and click “Save.”

Operating Subcode Budget Details
Account: 390601 ACCT-390601

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone Expense	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3612	Gas & Oil	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance & Repair	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	10,000	N/A	0
3717	Equipment Rental	50	1,000	1,000	1,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	672,449	-1.36	-9,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	3,996,347	-0.23	-9,299

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Add Operating Subcode, Budget Details

Subcode: 3360-Foreign Travel Budget: 5000

Save Cancel

Add Line Delete Line Audit Trail Print Search Allocate Proposed Budget Based on FY10 Actuals Allocate Undo

BACK ACCOUNT SELECT MAIN MENU EXIT

- 3) Confirm that the new row and associated “Proposed Budget” have been added to the Operating Budget.

Operating Subcode Budget Details
Account: 390601 ACCT-390601

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone Expense	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance & Repair	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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Add Line Delete Line Audit Trail Print Search Allocate Proposed Budget Based on FY10 Actuals Allocate Undo

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

1) In order to allocate “Proposed Budget” based on prior year actuals, click “Allocate.”

Operating Subcode Budget Details
Account: 390601 ACCT-390601

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone Expense	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance & Repair	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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Add Line Delete Line Audit Trail Print Search Allocate Proposed Budget Based on FY10 Actuals Allocate Undo

BACK ACCOUNT SELECT MAIN MENU EXIT

2) BPM will spread the total proposed operating budget for subcodes 3000 – 5999 in the same proportion as prior year actuals were expended. Click “Yes” to proceed with the allocation or “No” to cancel the action.

Operating Subcode Budget Details
Account: 390601 ACCT-390601

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone Expense	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of State Travel	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil	3,230	4,500	4,500	4,500	N/A	0
3613	Maintenance & Repair	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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You are about to allocate the proposed budget based on prior year actuals. Are you sure?

Yes No

Add Line Delete Line Audit Trail Print Search Allocate Proposed Budget Based on FY10 Actuals Allocate Undo

BACK ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

- 3) Review the allocated subcode **Proposed Budget** amounts by subcode, as well as the percent and dollar changes.
- 4) The Allocation can be undone by clicking “Undo.” This will restore the operating subcode budgets to their original amounts.

Operating Subcode Budget Details
Account: 390601 ACCT-390601

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,104	0.19	4
3220	Telephone Expense	50,680	52,000	52,000	56,457	8.57	4,457
3311	In-State Travel	29,138	34,000	34,000	32,459	-4.53	-1,541
3315	Business Meals	455	0	0	507	N/A	507
3321	Out-of State Travel	124,958	134,299	134,299	139,201	3.65	4,902
3360	Foreign Travel	0	0	0	0	N/A	0
3612	Gas & Oil	3,230	4,500	4,500	3,598	-20.04	-902
3613	Maintenance & Repair	2,510	3,200	3,200	2,796	-12.63	-404
3614	Insurance	1,570	1,250	1,250	1,749	39.92	499
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	-8,722	-187.22	-18,722
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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- 5) Click “Yes” to confirm, or “No” to leave the operating budget allocation in place.

Operating Subcode Budget Details
Account: 390601 ACCT-390601

Sub code	Description	FY10 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	\$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,104	0.19	4
3220	Telephone Expense	50,680	52,000	52,000	56,457	8.57	4,457
3311	In-State Travel	29,138	34,000	34,000	32,459	-4.53	-1,541
3315	Business Meals	455	0	0	507	N/A	507
3321	Out-of State Travel	124,958	134,299	134,299	139,201	3.65	4,902
3360	Foreign Travel	0	0	0	0	N/A	0
3612	Gas & Oil	3,230	4,500	4,500	3,598	-20.04	-902
3613	Maintenance & Repair	2,510	3,200	3,200	2,796	-12.63	-404
3614	Insurance	1,570	1,250	1,250	1,749	39.92	499
3716	Equipment Maintenance & Repair	-7,830	10,000	10,000	-8,722	-187.22	-18,722
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

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You are about to restore budgets back to what they were prior to allocation. Are you sure?

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING OPERATING EXPENSE BUDGET ADJUSTMENTS

ACCOUNT BUDGET SUMMARY SCREEN

- 1) Note that the “**Operating Expense**” budget figure has been updated on the **Account Budget Summary** screen. Also note that budget totals on this screen should agree to final BPM budget reports run for the account.

Account Budget Summary				390601	ACCT-390601		
	Budget	BPM FTE	PHR FTE		Budget	BPM FTE	PHR FTE
Faculty	0	0.00	0.00	Revenue	-8,096,263		
Lecturers	0		0.00	Itemized S/W	1,874,320	33.50	28.00
Faculty Contractual	0		0.00	Non-Itemized S/W	42,603		0.00
Contingent II	42,603		0.00	Other S/W	2,059,929		
Graduate Assistant	0		0.00	Operating Expense	4,001,347		
Exempt	1,760,638	30.00	26.00	Account Total	-118,064		
Non-Exempt	113,682	3.50	2.00				
Labor & Assistants	1,557,225						
Fringe Benefits	479,704			Program:	08Auxiliary		
Overtime	23,000			Division:	70Division 70		
Turnover & Other	0			Department:	17013DEPT-17013		
Total Salaries / Wages	3,976,852	33.50	28.00	Dept-SubDept:	17013-01DEPT-17013-01		
				Support Indicator:	2Self Support		

Next Account Vacant Positions Print ACCOUNT SELECT MAIN MENU EXIT

SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

ACCOUNT BUDGET SUMMARY SCREEN

- 1) E&G-Designated accounts are budgeted using the same BPM WB functionality that is available to other budgetable accounts.
- 2) E&G-Designated accounts are non-state supported; therefore, the source of support should be budgeted, and the revenues and expenditures must net to zero at the account-level.
- 3) If salaries will be charged to the account, both the anticipated salary and the related fringes should be budgeted.

Account Budget Summary

2944440

ACCT-29444400

	Budget	BPM FTE	PHR FTE
Faculty	46,350	0.37	0.50
Lecturers	0		0.00
Faculty Contractual	0		0.00
Contingent II	0		0.00
Graduate Assistant	0		0.00
Exempt	49,350	1.00	1.00
Non-Exempt	0	0.00	0.00
Labor & Assistants	0		
Fringe Benefits	34,913		
Overtime	0		
Turnover & Other	0		
Total Salaries / Wages	130,613	1.37	1.50

	Budget	BPM FTE	PHR FTE
Revenue	-110,000		
Itemized S/W	95,700	1.37	1.50
Non-Itemized S/W	0		0.00
Other S/W	34,913		
Operating Expense	-20,613		
Account Total	0		

Program:

17Scholarship & Fellowship

Division:

92Division 92

Department:

19209TRAIN-Dept 19209

Dept-SubDept:

19209-01TRAIN-19209-01

Support Indicator:

1State Support

Next Account

Vacant Positions

Print

ACCOUNT
SELECT

MAIN
MENU

EXIT

SETTING BUDGETS—EDUCATIONAL AND GENERAL (E&G) - DESIGNATED ACCOUNTS (BEGIN WITH 294 OR 295)

SUBCODE SUMMARY REPORT

- 1) Below is a Subcode Summary report excerpt for the example account showing the details of how this account was budgeted.

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
Salaries & Wages						
1012	Faculty 12 months	0.37	46,350	46,350	0	0.00
1013	Exempt Staff	1.00	49,350	49,350	0	0.00
Sub-Total Itemized S&W		1.37	95,700	95,700	0	0.00
2705	Optional Retmnt Pgms		0	6,938	6,938	N/A
2710	Health Insurance		0	16,400	16,400	N/A
2711	Retirees Hlth Insur		0	4,216	4,216	N/A
2725	Social Security		0	7,091	7,091	N/A
2770	Unemply Ins Comp Emp		0	268	268	N/A
Sub-Total Other S&W			0	34,913	34,913	N/A
Salaries & Wages Total		1.37	95,700	130,613	34,913	36.48
Operating Expenses						
3885	Acad DP Contractual		0	29,387	29,387	N/A
9920	NM Trf-Provost Supp		0	(50,000)	(50,000)	N/A
Operating Expenses Total			0	(20,613)	(20,613)	N/A
Revenue						
0650	Acad Compt Usage		0	(110,000)	(110,000)	N/A
Revenue Total			0	(110,000)	(110,000)	N/A
Grand Total:		1.37	95,700	0	(95,700)	-100.00

BPM REPORTS MENU

BPM MAIN MENU

- 1) Click on “**Report Menu**” to access the BPM Report Menu screen.

BPM REPORTS MENU SCREEN

- 1) Select from Executive Level, Division, Department, Sub-Department or FRS Account from the **Main Category** drop-down lists, and
- 2) Select from Program, Element, Sub-Element, Major Fund Source or Support Indicator in the **Secondary Category** column, or
- 3) Enter an **KFS Account** number, and
- 4) Click on the desired report.

The screenshot displays the 'Reports Menu to View/Print BPM Reports' interface. It features two main columns of dropdown menus for selecting report categories. The left column, titled 'Main Category - Print/View Report by', includes dropdowns for Executive Level, Division, Department, Dept-SubDept, and FRS Account. The right column, titled 'Secondary Category - Filter Report by', includes dropdowns for Program, Element, Sub-Element, Major Fund Source, and Support Indicator. Below these columns is a text input field labeled 'or Enter FRS Account'. The bottom section, titled 'REPORT OPTIONS', contains two columns of report links. Callout 1 points to the Executive Level dropdown. Callout 2 points to the Program dropdown. Callout 3 points to the 'or Enter FRS Account' text field. Callout 4 points to the 'Proposed Budget Reports' link.

Reports Menu to View/Print BPM Reports

Main Category - Print/View Report by

Executive Level: Select Executive Level from the List

Division: Select Division Codes from the List

Department: Select Department Code from the List

Dept-SubDept: Select SubDepartment Code from the List

FRS Account: Select FRS Account from the List

Secondary Category - Filter Report by

Program: All

Element: All

Sub-Element: All

Major Fund Source: All

Support Indicator: Default

or Enter FRS Account:

REPORT OPTIONS

Proposed Budget Reports

- [Budget Summary](#)
- [Budget Summary Details](#)
- [Budget Summary Details by Account](#)
- [Working Budget Changes Summary](#)
- [Working Budget Changes Detail](#)
- [Subcode Summary](#)
- [Itemized Position Details](#)
- [Title Code Summary](#)
- [Position Vacancy](#)
- [Detail Budget](#)

Proposed Salary Reports

- [Salary Certification Summary - All Employees](#)
- [Salary Certification Summary - Itemized Faculty](#)
- [Salary Certification Summary - Exempt](#)
- [Salary Certification Summary - Non-Exempt](#)
- [Salary Certification by Account - All Employees](#)
- [Salary Summary by Employee - All - % Inc > 10.00](#)
- [Salary Summary by Employee - All Accounts](#)
- [Salary Details by Employee - All Accounts](#)
- [Increments Above Base Details by Employee - All Accounts](#)

BPM FTE > 1.00

Budget to Salary Comparison Reports

- [Salary Variance Summary](#)
- [Salary Variance Summary Details](#)
- [Salary Variance by Position](#)

Audit Trail

- [User Security Access](#)

Salary Adjustments - FY 2012

- [Adjustments to Current Base Salary - All Accounts - Faculty](#)
- [Adjustments to Current Base Salary - All Accounts - Exempt](#)
- [Adjustments to Current Base Salary - All Accounts - Non-Exempt](#)
- [Salary NOT Set by Account - All Positions](#)
- [Salary NOT Set by Employee - All Positions](#)

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Proposed Budget Reports		
Budget Summary	Provides high-level summary of proposed budget, BPM FTE, and PHR FTE for the organization selected in 'Main Category'. Allows drill-down to Budget Summary Details, which shows details at the next lower organizational level than the one selected in 'Main Category'; i.e., departments within the division if division was selected in the 'Main Category'.	Serves as an 'at-a-glance' overall proposed budget reference for internal budget discussions.
Budget Summary Details	Provides a break-out of summarized proposed budget, BPM FTE, and PHR FTE by the next organizational level down for the one selected in the 'Main Category'. For example, if the organization selected in 'Main Category' is 'Division', the Budget Summary details would show information for the departments that make up that division. Provides further drill-down to the next lower organizational level.	Research differences between proposed budget entered into BPM Working Budget and BFA's (or college's) Budget Tracking Sheet.
Budget Summary Details by Account	Presents Budget FTE, Salary and Operating Budgets at the account level, subtotaled by Division, Department, and Sub-Department, depending on "Main Category" selections.	Reconcile budget entered into BPM Working Budget to BFA (or college's) budget tracking sheet.
Working Budget Changes Summary	Summarizes revised and proposed budget, including total dollar, percent changes, and BPM FTE. Also, presents BPM FTE for the proposed budget. Allows drill-down to Detail of Working Budget Changes, which shows information at lower organizational levels than the organization in 'Main Category'; i.e., departments within the division if division was the organizational level selected in 'Main Category'.	Reconcile proposed budget entered into BPM Working Budget to BFA (or college's) Budget Tracking Sheet. Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet.
Working Budget Changes Detail	Provides a break-out of summarized revised and proposed budget, including total dollar, percent changes, and BPM FTE, by the next organizational level down from the one selected in 'Main Category'; i.e., departments within the division if division was the organizational level selected in 'Main Category'. Provides further drill-down to the next lower organizational level. Also, displays BPM FTE for the proposed budget.	Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Subcode Summary	Summarizes revised and proposed budget dollars by subcode with the percentage and dollar change. Also presents FTE for the proposed budget.	Use to compute turnover and compare to budget guidelines. Confirm expected subcode changes are accurate and research reconciliation differences.
Itemized Position Details	Provides revised and proposed budget details by account then subcode, position number, and title code along with BPM FTE, dollar and percentage change.	Confirm budgets (both dollar and FTE) have been updated for each position and assess the reasonableness of the budgets.
Title Code Summary	Summarizes revised and proposed budget dollars by title code with the dollar and percentage change. Also presents BPM FTE for the proposed budget.	Assess overall reasonableness of proposed itemized personnel budget (dollars and FTE).
Position Vacancy	Provides revised and proposed budget for each vacant position, sorted by account then by subcode. Also provides BPM FTE, dollar and percentage change, and comments.	Assess accuracy of vacant positions (whether truly vacant and appropriateness of budget).
Detail Budget	Provides details of budget by account, then subcode, of itemized positions, non-itemized positions, and operating (non-salary and wages) budget.	Research details of summarized budget. For future reference purposes, print or save an electronic version when the working budget is finalized.
BPM FTE > 1	Provides positions whose BPM FTE in total is greater than 1.00.	Identify positions over budgeted that need to be fixed to not exceed 1 FTE.
Budget to Salary Comparison Reports		
Salary Variance Summary	Compares summarized proposed budget to proposed salary and BPM FTE to PHR FTE. Provides drill-down to the Salary Variance Summary Details as well as the Salary Variance by Position report at the next lower organizational level.	Verify proposed salaries have been adequately budgeted (both dollars and FTE).
Salary Variance Summary Details	Provides a break-out of the comparison of summarized proposed budget to proposed salary and BPM FTE to PHR FTE by the next organizational level down for the one selected in the 'Main Category'. Provides further drill-down to the next organizational level or to the Salary Variance by Position report.	Research salary to budget comparison variances.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Salary Variance by Position	Compares position-level proposed budget to proposed salary and BPM FTE to PHR FTE summarized at the next organizational level down for the one selected in the ‘Main Category’.	Research salary to budget comparison variances. Verify proposed salaries have been adequately budgeted (both dollars and FTE).
Audit		
Audit Trail Report	Details changes made to the working budget.	Research adjustments made to the working budget.
Proposed Salary Reports		
Salary Certification Summary - All Employees - Itemized Faculty - Exempt - Non-exempt - By Account	Provides proposed salary details (COLA, merit, etc.) in the organizational level selected in ‘Main Category’. If the employee’s funding spans multiple organizations, the report only shows the portion of the salary within the organization selected. The first four summarize by employee and then provide the details for the accounts within the organization. The last report “By Account” is ordered by the accounts within the organization and then by the employees within that account.	Verify proposed salaries have been set for employees appropriately; i.e., Total salary is equal to base salary and increments in PHR PLUS approved COLA, merit, retention and promotion.
Salary Summary by Employee- All-% Incr > 10.00	Identifies persons whose proposed salary increase (the combination of COLA, merit, retention, equity, and other) on all accounts paid exceeds 10% of the person’s adjusted current base.	Identify persons whose proposed salaries may need the President’s approval as the increase exceeds 10% of the person’s adjusted current base. Note—the percent increase that requires the President’s approval may change. Refer to your working budget instructions.
Salary Summary by Employee- All Accounts	Provides total proposed salary (all accounts paid on) for all persons who have all or a portion of their salary within the organization selected in ‘Main Category’.	Verify total proposed salary for the employee is reasonable.
Salary Details by Employee – All Accounts	Breaks down an employee’s total proposed salary by account. Provides an account-level detail of the Salary Summary by Employee – All Accounts.	Research composition of an employee’s total proposed salary from all sources.
Increments Above Base Details by Employee - All Accounts	Provides detail of current and proposed administrative and acting salary increments.	Identify and verify employee administrative and acting increments that should be included in proposed salary budgets. Please note that increments are not used for payroll conversion.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Salary Adjustments	Provides changes to salaries made by users to total proposed salary (all accounts paid on) for all persons who have all or a portion of their salary within the organization selected in 'Main Category'.	Identify persons for whom salary changes were made and verify salary changes inputted are accurate.
Adjustments to Current Base Salary – All Accounts-Faculty	Provides a detail of current base adjustments to faculty salaries; i.e., moves, reallocations and terminations, return from sabbatical or leave, and other faculty adjustments.	Verify adjustments to current base are appropriate.
Adjustments to Current Base Salary – All Accounts – Exempt	Provides a detail of current base adjustments to exempt salaries; i.e., increases to salary range minimum, moves, reallocation or termination, and reclasses after freeze and before 7/1.	Verify adjustments to current base are appropriate.
Adjustments to Current Base Salary – All Accounts – Non-Exempt	Provides a detail of current base adjustments to non-exempt salaries; i.e., increase to salary range minimum, complete probation before 7/1, move, reallocation or termination, and early completion of probation before July 1 st .	Verify adjustments to current base are appropriate.
Salary Not Set by Account – All Positions (1)	Identifies persons whose salaries have not been set in the accounts belonging in the organization selected in 'Main Category'.	Verify all salaries have been set in the accounts for which you are responsible.
Salary Not Set by Employee – All Positions (1)	Identifies persons whose salaries have not been set in the entirety.	Verify all salaries have been set (in total) for all employees.

(1) In years where COLA and Merit are not applicable, salaries are loaded as 'set', so these reports should not show any data. The report example shows the message you will receive when trying to run this report when all salaries have been set.

REPORT DESCRIPTIONS

BUDGET SUMMARY

Budget Summary

Department: 19209-Department 19209

Program: All

Major Fund: All

Element: All

Supp Ind.: Default

SubElement: All

	Proposed Budget	BPM FTE	PHR FTE
Itemized S & W			
Itemized Faculty (1011, 1012, 1015, 1016)	3,657,639	25.76	28.42
Exempt (1013)	1,307,306	18.70	20.35
Non-Exempt (1014)	367,117	6.90	9.00
Sub-Total Itemized S & W	5,332,062	51.36	57.77
Non-Itemized S & W			
Lecturers (1018)	0		1.69
Faculty Contractual (2069)	0		0.00
Contingent II (2090)	0		0.00
Graduate Assistants (1020)	80,000		1.50
Sub-Total Non-Itemized S & W	80,000		3.19
Other S & W			
Labor & Assistants (2000-2080)	229,257		
Fringe Benefits (1000, 27xx)	0		
Overtime (21xx)	0		
Turnover & Other (29xx)	0		
Sub-Total Other S & W	229,257		
Total Salaries & Wages	5,641,319	51.36	60.96
Operating Expenses (3xxx and above)	1,371,662		
Total Expenditures (1xxx and above)	7,012,981		
Revenue (0xxx)	(894,889)		
TOTAL	6,118,092	51.36	60.96

[Print Budget Summary](#)

[Go to Budget Summary Details](#)

[Go to Subcode Summary](#)

ACCOUNT
SELECT

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REPORT DESCRIPTIONS

BUDGET SUMMARY DETAILS

1) Click on the hyper-linked (blue letters and numbers) to drill-down to further details.

First Drill-down: From Department/Sub-Department to Accounts

Budget Summary Details											
Department: 19209-Department 19209				Element: All				SubElement: All			
Program: All				Supp Ind.: Default							
Major Fund: All											
Dept SubDept	Dept SubDept Name	BPM FTE	PHR FTE	Itemized S&W	Non-Itemized S & W	Other S & W	Total S & W	Operating	Total Expenses	Revenue	Total
19209-01	Sub Dept 19209-01	49.36	59.86	5,163,931	80,000	(140,734)	5,103,197	982,926	6,086,123	0	6,086,123
19209-02	Sub Dept 19209-02	2.00	1.10	168,131	0	369,991	538,122	388,736	926,858	(894,889)	31,969
Department Total		51.36	60.96	5,332,062	80,000	229,257	5,641,319	1,371,662	7,012,981	(894,889)	6,118,092
Page 1											
Back				Print Budget Summary Detail							
ACCOUNT SELECT		MAIN MENU		REPORT MENU		EXIT					

Second Drill-down: From Account Budget Summary to Itemized S&W Summary

Budget Summary Details											
Dept SubDept: 19209-01 Sub Dept 19209-01				Element: All				SubElement: All			
Program: All				Supp Ind.: Default							
Major Fund: All											
Account	Account Name	BPM FTE	PHR FTE	Itemized S&W	Non-Itemized S & W	Other S & W	Total S & W	Operating	Total Expenses	Revenue	Total
112864	ACCT-112864	0.00	0.00	0	0	0	0	0	0	0	0
112913	ACCT-112913	49.36	59.73	5,163,931	80,000	(140,734)	5,103,197	288,772	5,391,969	0	5,391,969
112915	ACCT-112915	0.00	0.00	0	0	0	0	0	0	0	0
112916	ACCT-112916	0.00	0.00	0	0	0	0	0	0	0	0
112943	ACCT-112943	0.00	0.00	0	0	0	0	0	0	0	0
293098	ACCT-293098	0.00	0.00	0	0	0	0	0	0	0	0
293099	ACCT-293099	0.00	0.00	0	0	0	0	0	0	0	0
293116	ACCT-293116	0.00	0.00	0	0	0	0	0	0	0	0
293133	ACCT-293133	0.00	0.00	0	0	0	0	0	0	0	0
293143	ACCT-293143	0.00	0.00	0	0	0	0	26,463	26,463	0	26,463
293144	ACCT-293144	0.00	0.00	0	0	0	0	0	0	0	0
293162	ACCT-293162	0.00	0.00	0	0	0	0	0	0	0	0
Account Total		49.36	59.86	5,163,931	80,000	(140,734)	5,103,197	982,926	6,086,123	0	6,086,123
Page 1 [2]											
Back				Print Budget Summary Detail							
ACCOUNT SELECT		MAIN MENU		REPORT MENU		EXIT					

Budget Summary Details for Itemized S & W

19209-01					
Element: All			SubElement: All		
Supp Ind.: Default					
Account	Account Name	Itemized Faculty (1011, 1012, 1015, 1016)	Exempt (1013)	Non-Exempt (1014)	Itemized S&W
112864	ACCT-112864	0	0	0	0
112913	ACCT-112913	3,610,490	1,186,324	367,117	5,163,931
112915	ACCT-112915	0	0	0	0
112916	ACCT-112916	0	0	0	0
112943	ACCT-112943	0	0	0	0
293098	ACCT-293098	0	0	0	0
293099	ACCT-293099	0	0	0	0
293116	ACCT-293116	0	0	0	0
293133	ACCT-293133	0	0	0	0
293143	ACCT-293143	0	0	0	0
293144	ACCT-293144	0	0	0	0
293162	ACCT-293162	0	0	0	0
Account Total		3,610,490	1,186,324	367,117	5,163,931
Page 1 [2]					
Print		Close			

REPORT DESCRIPTIONS

BUDGET SUMMARY DETAILS BY ACCOUNT

Budget Summary Details by Account

Report printed by: Trainer on Monday, April 06, 2009 at 12:52:07 PM

Division: 92-Division 92	Program: All	Element: All	SubElement: All
Major Fund: All	Supp Ind.: Default		

FRS Account	FRS Account Name	BPM FTE	Itemized Salaries & Wages	Non-Itemized Salaries & Wages	Other Salaries & Wages	Total Salaries & Wages	Total Operating Expenses (3xxx and above)	Total Expenses	Total Revenue	Total
Division: 92 Division 92										
Department: 19209 Department 19209										
112864	ACCT-112864	0.00	0	0	0	0	0	0	0	0
112913	ACCT-112913	49.36	5,163,931	80,000	-140,734	5,103,197	288,772	5,391,969	0	5,391,969
112914	ACCT-112914	2.00	168,131	0	369,991	538,122	388,736	926,858	-894,889	31,969
112915	ACCT-112915	0.00	0	0	0	0	0	0	0	0
112916	ACCT-112916	0.00	0	0	0	0	0	0	0	0
112943	ACCT-112943	0.00	0	0	0	0	0	0	0	0
293098	ACCT-293098	0.00	0	0	0	0	0	0	0	0
293099	ACCT-293099	0.00	0	0	0	0	0	0	0	0
293116	ACCT-293116	0.00	0	0	0	0	0	0	0	0
293133	ACCT-293133	0.00	0	0	0	0	0	0	0	0
293143	ACCT-293143	0.00	0	0	0	0	26,463	26,463	0	26,463
293144	ACCT-293144	0.00	0	0	0	0	0	0	0	0
293162	ACCT-293162	0.00	0	0	0	0	0	0	0	0
293163	ACCT-293163	0.00	0	0	0	0	0	0	0	0
293164	ACCT-293164	0.00	0	0	0	0	50,000	50,000	0	50,000
293168	ACCT-293168	0.00	0	0	0	0	0	0	0	0
293180	ACCT-293180	0.00	0	0	0	0	0	0	0	0
293196	ACCT-293196	0.00	0	0	0	0	24,529	24,529	0	24,529
293802	ACCT-293802	0.00	0	0	0	0	477,134	477,134	0	477,134
293916	ACCT-293916	0.00	0	0	0	0	31,786	31,786	0	31,786
293919	ACCT-293919	0.00	0	0	0	0	42,321	42,321	0	42,321
293922	ACCT-293922	0.00	0	0	0	0	41,921	41,921	0	41,921
Department Total		51.36	5,332,062	80,000	229,257	5,641,319	1,371,662	7,012,981	-894,889	6,118,092
Department: 19217 Department 19217										
112953	ACCT-112953	31.38	3,125,022	78,413	-431,665	2,771,770	731,519	3,503,289	0	3,503,289
112955	ACCT-112955	0.00	0	0	0	0	0	0	0	0
293134	ACCT-293134	0.00	0	0	0	0	23,417	23,417	0	23,417
293869	ACCT-293869	0.00	0	0	0	0	0	0	0	0
Department Total		31.38	3,125,022	78,413	-431,665	2,771,770	754,936	3,526,706	0	3,526,706
Division Total		82.74	8,457,084	158,413	-202,408	8,413,089	2,126,598	10,539,687	-894,889	9,644,798
Grand Total		82.74	8,457,084	158,413	-202,408	8,413,089	2,126,598	10,539,687	-894,889	9,644,798

REPORT DESCRIPTIONS

WORKING BUDGET CHANGES SUMMARY

Working Budget Changes Summary

Department: 19209-Department 19209

Program: All

Major Fund: All

Element: All

Supp Ind.: Default

SubElement: All

	Revised Budget	Proposed Budget	BPM FTE	Increase/ Decrease	Percent Change
Itemized S & W					
Itemized Faculty (1011, 1012, 1015, 1016)	3,479,377	3,657,639	25.76	178,262	5.12
Exempt (1013)	1,326,247	1,307,306	18.70	(18,941)	(1.43)
Non-Exempt (1014)	291,260	367,117	6.90	75,857	26.04
Sub-Total Itemized S & W	5,096,884	5,332,062	51.36	235,178	4.61
Non-Itemized S & W					
Lecturers (1018)	0	0		0	N/A
Faculty Contractual (2069)	0	0		0	N/A
Contingent II (2090)	0	0		0	N/A
Graduate Assistants (1020)	362,953	80,000		(282,953)	(77.96)
Sub-Total Non-Itemized S & W	362,953	80,000		(282,953)	(77.96)
Other S & W					
Labor & Assistants (2000-2080)	229,257	229,257		0	0.00
Fringe Benefits (1000, 27xx)	0	0		0	N/A
Overtime (21xx)	0	0		0	N/A
Turnover & Other (29xx)	0	0		0	N/A
Sub-Total Other S & W	229,257	229,257		0	0.00
Total Salaries & Wages	5,689,094	5,641,319	51.36	(47,775)	(0.84)
Operating Expenses (3xxx and above)	1,371,662	1,371,662		0	0.00
Total Expenditures (1xxx and above)	7,060,756	7,012,981		(47,775)	-0.68
Revenue (0xxx)	(894,889)	(894,889)		0	0.00
TOTAL	6,165,867	6,118,092	51.36	(47,775)	(0.77)

Print Working
Budget Changes Summary

Go to Detail of
Working Budget Changes

Go to Subcode
Summary

Go to Itemized
Position Details

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REPORT DESCRIPTIONS

WORKING BUDGET CHANGES DETAIL

- 1) To Print, Go to Further Details, Go to Subcode Summary, or Go to Itemized Position Details, first click on the hyper-linked letters in the green unit header line.
- 2) Then click on the “Print” or “Go to” action desired.

Working Budget Changes Detail

Department: 19209-Department 19209

Program: All

Major Fund: All

Element: All

Supp Ind.: Default

SubElement: All

	Revised Budget	Proposed Budget	BPM FTE	Increase/ Decrease	Percent Change
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DeptSubDept 19209-01 Dept-Sub Dept 19209-01

Itemized Salary & Wage	4,960,722	5,163,931	49.36	203,209	4.10
Non-Itemized Salary & Wage	362,953	80,000		(282,953)	(77.96)
Other Salary & Wage	(140,734)	(140,734)		0	0.00
Sub-Total Salary & Wage	5,182,941	5,103,197	49.36	(79,744)	(1.54)
Operating Expenses	982,926	982,926		0	0.00
Total Expenditures	6,165,867	6,086,123		(79,744)	(1.29)
Revenue	0	0		0	N/A
DeptSubDept 19209-01 Total:	6,165,867	6,086,123	49.36	(79,744)	(1.29)

DeptSubDept 19209-02 Dept-Sub Dept 19209-02

Itemized Salary & Wage	136,162	168,131	2.00	31,969	23.48
Non-Itemized Salary & Wage	0	0		0	N/A
Other Salary & Wage	369,991	369,991		0	0.00
Sub-Total Salary & Wage	506,153	538,122	2.00	31,969	6.32
Operating Expenses	388,736	388,736		0	0.00
Total Expenditures	894,889	926,858		31,969	3.57
Revenue	(894,889)	(894,889)		0	0.00
DeptSubDept 19209-02 Total:	0	31,969	2.00	31,969	N/A

Dept 19209 Department 19209 Total

Itemized Salary & Wage	5,096,884	5,332,062	51.36	235,178	4.61
Non-Itemized Salary & Wage	362,953	80,000		(282,953)	(77.96)
Other Salary & Wage	229,257	229,257		0	0.00
Sub-Total Salary & Wage	5,689,094	5,641,319	51.36	(47,775)	(0.84)
Operating Expenses	1,371,662	1,371,662		0	0.00
Total Expenditures	7,060,756	7,012,981		(47,775)	(0.68)
Revenue	(894,889)	(894,889)		0	0.00
Dept 19209 Total:	6,165,867	6,118,092	51.36	(47,775)	(0.77)

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Print Detail of
Working Budget Changes

Go to further Detail
of Working Budget Changes

Go to Subcode
Summary

Go to Itemized
Position Details

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REPORT DESCRIPTIONS

SUBCODE SUMMARY

Department: 19209-Department 19209	Program: All	Element: All	SubElement: All
Major Fund: All	Supp Ind.: Default		

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
Salaries & Wages						
1011	Faculty Academic Year	7.00	558,849	638,849	80,000	14.32
1012	Faculty 12 Months	18.76	2,920,528	3,018,790	98,262	3.36
1013	Exempt Staff	18.70	1,326,247	1,307,306	(18,941)	-1.43
1014	Non-Exempt Staff	6.90	291,260	367,117	75,857	26.04
1016	Faculty NT 12 Months	0.00	0	0	0	N/A
	Sub-Total Itemized S&W	51.36	5,096,884	5,332,062	235,178	4.61
1020	Graduate Assistants		362,953	80,000	(282,953)	-77.96
	Sub-Total Non-Itemized S&W		362,953	80,000	(282,953)	-77.96
2000	L & A Pool/Clearing		(140,734)	(140,734)	0	0.00
2071	Faculty Sum Sch/ Other		331,588	331,588	0	0.00
2075	Student (Other)		38,403	38,403	0	0.00
	Sub-Total Other S&W		229,257	229,257	0	0.00
	Salaries & Wages Total	51.36	5,689,094	5,641,319	(47,775)	-0.84
Operating Expenses						
3210	Postage & Mail		23,126	23,126	0	0.00
3220	Telephone Expense		80,451	80,451	0	0.00
3311	In-State Travel		17,091	17,091	0	0.00
3321	Out-of State Travel		15,000	15,000	0	0.00
3325	Faculty Recruiting Travel		2,991	2,991	0	0.00
3716	Equipment Maintenance & Repai		3,924	3,924	0	0.00
3717	Equipment Rental		15,000	15,000	0	0.00
3718	Printing & Reproduction		45,000	45,000	0	0.00
3724	Advertising-General		40,671	40,671	0	0.00
3746	Food Services		42,000	42,000	0	0.00
3752	Other Contractual Service		44,394	44,394	0	0.00
3771	Summer Program Reimbursement		(9,547)	(9,547)	0	0.00
3772	Reimbursable Funds		(25,888)	(25,888)	0	0.00
3885	Academic Data Processing Cont		5,010	5,010	0	0.00
3914	Laboratory Supplies & Materia		25,000	25,000	0	0.00
3916	Office Supplies		25,714	25,714	0	0.00
3924	Instructional Materials		1,355	1,355	0	0.00
3948	Duplication & Printing Suppli		5,485	5,485	0	0.00
3952	Other Supplies & Materials		1,000	1,000	0	0.00
3953	Equipment < \$5000		6,354	6,354	0	0.00
3990	Academic Data Processing Supp		9,690	9,690	0	0.00
3991	Administrative Data Processin		1,159	1,159	0	0.00
4070	Furniture		15,000	15,000	0	0.00
4361	Sensitive Equipment - Compute		18,000	18,000	0	0.00
4600	Student Aid		105,400	105,400	0	0.00

REPORT DESCRIPTIONS

SUBCODE SUMMARY (CONTINUED)

Subcode Summary						
Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
4610	Tuition Scholarship/Fellowshi		5,295	5,295	0	0.00
4710	Staff Development		2,117	2,117	0	0.00
4799	Other Grants Subsidies & Cont		217,020	217,020	0	0.00
4930	Association Dues		1,794	1,794	0	0.00
4999	Other		48,490	48,490	0	0.00
9926	NM Trf-within Div/College		60,763	60,763	0	0.00
9928	NM Trf-DRIF Funds		477,134	477,134	0	0.00
9933	NM Trf-Cost Containment		45,669	45,669	0	0.00
Operating Expenses Total			1,371,662	1,371,662	0	0.00
Revenue						
0118	Special Grad Tuition		(894,889)	(894,889)	0	0.00
Revenue Total			(894,889)	(894,889)	0	0.00
Grand Total:			51.36	6,165,867	6,118,092	(47,775) -0.77

REPORT DESCRIPTIONS ITEMIZED POSITION DETAILS

Itemized Position Details

Report printed by: Trainer on Monday, April 06, 2009 at 11:11:28 AM

Report Selection By Department: 19209-Department 19209

Sub code	Position	Name	Title		BPM FTE	Revised Budget	Proposed Budget	Increase / Decrease	Percent Change
Exec Level: 20 SR VP Acad Aff & Prov (SVPAAP)				Division: 92 Division 92		Department: 19209 Department 19209			
Account: 112913 ACCT-112913									
1011	195701	Charles B Lee	9123509	Assoc Prof	1.00	77,078	77,078	0	0.00
1011	195713	Robert W Buggs	9148510	Prof	1.00	94,482	94,482	0	0.00
1011	195715	Victor D Malony	9148510	Prof	1.00	115,220	115,220	0	0.00
1011	195716	Kathy Dziockanec	9148510	Prof	1.00	92,212	92,212	0	0.00
1011	195728	Harry A Zhao	9148510	Prof	1.00	85,909	85,909	0	0.00
1011	195730	Jennifer Benkassem	9123509	Assoc Prof	1.00	93,948	93,948	0	0.00
1011	449542	Vacant Vacant	9217502	Asst Prof	1.00	0	80,000	80,000	N/A
1012	195680	Isaak Starkey	9148510	Prof	0.45	124,750	124,750	0	0.00
1012	195683	Gregory Briscoe	9148510	Prof	0.70	110,449	110,449	0	0.00
1012	195684	Andre S Isaacs	9148510	Prof	0.35	91,736	91,736	0	0.00
Acct: 112953 FTE: 0.35 Budget: 100,174									
Acct: 432291 FTE: 0.00 Budget: 0									
1012	195686	Samir C Williamson	9148510	Prof	0.75	153,961	153,961	0	0.00
1012	195689	Dunya Sprangle	9148510	Prof	0.75	92,851	92,851	0	0.00
Acct: 295143 FTE: 0.00 Budget: 0									
1012	195691	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	115,358	115,358	0	0.00
Acct: 529813 FTE: 0.00 Budget: 0									
1012	195692	Kerry Osada	9148510	Prof	0.75	117,209	117,209	0	0.00
Acct: 529704 FTE: 0.00 Budget: 0									
Acct: 530480 FTE: 0.00 Budget: 0									
1012	195693	Nancy O'Hara	9148510	Prof	0.75	131,290	131,290	0	0.00
1012	195694	Peter D Phelps	9217502	Asst Prof	0.75	87,207	87,207	0	0.00
1012	195696	Steven A Kappeler	9123801	Assoc Prof & Dir	0.75	87,278	87,278	0	0.00
Acct: 112914 FTE: 0.00 Budget: 15,180									
Acct: 293802 FTE: 0.00 Budget: 0									
1012	195700	Nancy M Martinelli	9217502	Asst Prof	0.38	41,909	55,374	13,465	32.13
Acct: 112953 FTE: 0.37 Budget: 42,031									
Acct: 525425 FTE: 0.00 Budget: 0									
1012	195706	Edward H Weinekandt	9148510	Prof	0.38	50,066	50,066	0	0.00
Acct: 112953 FTE: 0.62 Budget: 176,195									
1012	195710	Micheal Graham	9123509	Assoc Prof	0.75	98,383	98,383	0	0.00
Acct: 295143 FTE: 0.00 Budget: 0									
1012	195711	Matthew G Kapoor	9149101	Prof & Chair	1.00	214,000	214,000	0	0.00
1012	195714	Nicholas Hale	9148510	Prof	0.55	77,245	91,745	14,500	18.77
1012	195717	Ralph D Giffen	9148510	Prof	0.70	108,985	108,985	0	0.00
Acct: 433328 FTE: 0.00 Budget: 0									
1012	195718	Andrea Lopez	9148510	Prof	0.75	95,402	95,402	0	0.00
Acct: 525316 FTE: 0.00 Budget: 0									
1012	195720	Edward Tsou	9148510	Prof	0.75	101,807	101,807	0	0.00

REPORT DESCRIPTIONS

TITLE CODE SUMMARY

Account: 112913-ACCT-112913	Program: 01 Instruction	Element: 01 N/A	SubElement: 08
Major Fund: 40 Current Unrestricted - E&G	Supp. Indicator: 1 State Support		

Title Code Summary

Title Code	Title	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
9123509	Assoc Prof	2.00	171,026	171,026	0	0.00
9148510	Prof	4.00	387,823	387,823	0	0.00
9217502	Asst Prof	1.00	0	80,000	80,000	N/A
9123509	Assoc Prof	3.02	407,882	446,210	38,328	9.40
9123801	Assoc Prof & Dir	0.75	87,278	87,278	0	0.00
9148510	Prof	9.88	1,654,837	1,669,337	14,500	0.88
9149101	Prof & Chair	1.00	214,000	214,000	0	0.00
9149103	Prof & Assoc Chair	1.10	185,212	185,212	0	0.00
9217502	Asst Prof	3.01	356,139	369,604	13,465	3.78
9148510	Prof	0.00	0	0	0	N/A
9219801	Res Assoc	0.00	0	0	0	N/A
Itemized Faculty (1011, 1012, 1015, 1016)		25.76	3,464,197	3,610,490	146,293	4.22
9320505	Assoc Dir	1.00	74,707	74,707	0	0.00
9332020	Director	5.40	480,063	480,063	0	0.00
9334401	Exec Dir	1.00	110,591	110,591	0	0.00
9359005	Business Manager	1.00	51,090	51,090	0	0.00
9430507	Coordinator	6.30	361,614	342,673	(18,941)	-5.24
9757003	Systems Analyst	2.00	127,200	127,200	0	0.00
Exempt (1013)		16.70	1,205,265	1,186,324	(18,941)	-1.57
08AC300	Account Clerk III	1.00	30,388	30,388	0	0.00
09AA200	Admin Asst II	0.00	0	32,516	32,516	N/A
09ACC00	Accounting Assoc	0.00	0	38,619	38,619	N/A
10PM100	Prog Mgmt Spec I	2.90	110,618	115,340	4,722	4.27
14ISC00	IT Support Assoc	1.00	50,002	50,002	0	0.00
15EN300	Eng Tech III	2.00	100,252	100,252	0	0.00
Non-Exempt (1014)		6.90	291,260	367,117	75,857	26.04
Grand Total:		49.36	4,960,722	5,163,931	203,209	4.10

REPORT DESCRIPTIONS

POSITION VACANCY

Position Vacancy

Report printed by: Trainer on Monday, April 06, 2009 at 11:23:17 AM

Report Selection By Account: 112913-ACCT-112913

Sub code	Position	Title	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	% Change	Comments
Exec Level: 20 SR VP Acad Aff & Prov (SVPAAP)				Division: 92 Division 92		Department: 19209 Department 19209		
Account: 112913 ACCT-112913								
1011	449542	9217502 Asst Prof	1.00	\$0	\$80,000	\$80,000	N/A	Training Test Title Change
Faculty (1011) Sub Total			1.00	\$0	\$80,000	\$80,000	N/A	
Account Total:			1.00	\$0	\$80,000	\$80,000	N/A	
Grand Total			1.00	\$0	\$80,000	\$80,000	N/A	

REPORT DESCRIPTIONS DETAIL BUDGET

Detail Budget Report

Report printed by: Trainer on Monday, April 06, 2009 at 12:48:12 PM

Report Selection By Account: 112913-ACCT-112913

Sub code	Position	Name	Title		BPM FTE	Revised Budget	Proposed Budget	Increase / Decrease	Percent Change
Exec Level: 20 SR VP Acad Aff & Prov (SVPAAP)				Division: 92 Division 92	Department: 19209 Department 19209				
Account: 112913 ACCT-112913									
Itemized Positions Budget									
1011	195701	Charles B Lee	9123509	Assoc Prof	1.00	77,078	77,078	0	0.00
1011	195713	Robert W Buggs	9148510	Prof	1.00	94,482	94,482	0	0.00
1011	195715	Victor D Malony	9148510	Prof	1.00	115,220	115,220	0	0.00
1011	195716	Kathy Diczkaniec	9148510	Prof	1.00	92,212	92,212	0	0.00
1011	195728	Harry A Zhao	9148510	Prof	1.00	85,909	85,909	0	0.00
1011	195730	Jennifer Benkassem	9123509	Assoc Prof	1.00	93,948	93,948	0	0.00
1011	449542	Vacant Vacant	9217502	Asst Prof	1.00	0	80,000	80,000	N/A
1012	195680	Isaak Starkey	9148510	Prof	0.45	124,750	124,750	0	0.00
1012	195683	Gregory Briscoe	9148510	Prof	0.70	110,449	110,449	0	0.00
1012	195684	Andre S Isaacs	9148510	Prof	0.35	91,736	91,736	0	0.00
				Acct: 112953 FTE: 0.35 Budget: 100,174					
				Acct: 432291 FTE: 0.00 Budget: 0					
1012	195686	Samir C Williamson	9148510	Prof	0.75	153,961	153,961	0	0.00
1012	195689	Dunya Sprangle	9148510	Prof	0.75	92,851	92,851	0	0.00
				Acct: 295143 FTE: 0.00 Budget: 0					
1012	195691	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	115,358	115,358	0	0.00
				Acct: 529813 FTE: 0.00 Budget: 0					
1012	195692	Kerry Osada	9148510	Prof	0.75	117,209	117,209	0	0.00
				Acct: 529704 FTE: 0.00 Budget: 0					
				Acct: 530480 FTE: 0.00 Budget: 0					
1012	195693	Nancy O'Hara	9148510	Prof	0.75	131,290	131,290	0	0.00
1012	195694	Peter D Phelps	9217502	Asst Prof	0.75	87,207	87,207	0	0.00
1012	195696	Steven A Kappeler	9123801	Assoc Prof & Dir	0.75	87,278	87,278	0	0.00
				Acct: 112914 FTE: 0.00 Budget: 15,180					
				Acct: 293802 FTE: 0.00 Budget: 0					
1012	195700	Nancy M Martinelli	9217502	Asst Prof	0.38	41,909	55,374	13,465	32.13
				Acct: 112953 FTE: 0.37 Budget: 42,031					
				Acct: 525425 FTE: 0.00 Budget: 0					
1012	195706	Edward H Weinekandt	9148510	Prof	0.38	50,066	50,066	0	0.00
				Acct: 112953 FTE: 0.62 Budget: 176,195					
1012	195710	Micheal Graham	9123509	Assoc Prof	0.75	98,383	98,383	0	0.00
				Acct: 295143 FTE: 0.00 Budget: 0					
1012	195711	Matthew G Kapoor	9149101	Prof & Chair	1.00	214,000	214,000	0	0.00
1012	195714	Nicholas Hale	9148510	Prof	0.55	77,245	91,745	14,500	18.77
1012	195717	Ralph D Giffen	9148510	Prof	0.70	108,985	108,985	0	0.00
				Acct: 433328 FTE: 0.00 Budget: 0					
1012	195718	Andrea Lopez	9148510	Prof	0.75	95,402	95,402	0	0.00
				Acct: 525316 FTE: 0.00 Budget: 0					
1012	195720	Edward Tsou	9148510	Prof	0.75	101,807	101,807	0	0.00

REPORT DESCRIPTIONS

BPM FTE > 1

BPM FTE > 1.00 by Position - All Accounts

Report printed by: Trainer on Wednesday, March 30, 2011 at 3:46:57 PM

Division: 77-Division 77			Program: All							
Major Fund: All			Supp Ind.: Default			Element: All		SubElement: All		
Name	Div	Department	FRS Acct	Sub Code	Position	BPM FTE	Total Proposed Budget	PHR FTE	Total Proposed Salary	Salary Set?
Cynthia F Kendall-Kuppe			Total			1.37	96,544	1.08	122,812.04	Yes
	DEPT	17740	190332	1012	194652	1.00	48,272	0.50	48,272.08	Yes
	DEPT	19217	190953	1012	194652	0.37	48,272	0.50	48,272.08	Yes
	NA	Unknown Department	590463	1012	194652	0.00	0	0.08	26,267.88	Yes
Grand Total						1.37	96,544.00	1.08	122,812.04	

REPORT DESCRIPTIONS

SALARY VARIANCE SUMMARY

Salary Variance Summary

Department: 19209-Department 19209

Program: All

Major Fund: All

Element: All

Supp Ind.: Default

SubElement: All

Itemized S & W	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Itemized Faculty (1011, 1012, 1015, 1016)	25.76	28.42	3,657,639	4,122,225.20	(2.66)	(464,586)
Exempt (1013)	18.70	20.35	1,307,306	1,430,849.17	(1.65)	(123,543)
Non-Exempt (1014)	6.90	9.00	367,117	367,116.61	(2.10)	0
Total Itemized S & W	51.36	57.77	5,332,062	5,920,190.98	(6.41)	(588,129)

Print Salary
Variance Summary

Go to Detail of
Variance Summary

Go to Salary
Variance by Position

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REPORT DESCRIPTIONS

SALARY VARIANCE SUMMARY DETAILS

- 1) To Print, Go to Further Details of Salary Variance Summary, or Go to Salary Variance by Position, first click on the hyper-linked letters in the green unit header line.
- 2) Then click on the “Print: or “Go to” action desired.

Salary Variance Summary Detail						
Department: 19209-Department 19209 Program: All Major Fund: All						
Element: All SubElement: All Supp Ind.: Default						
	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Dept SubDept: 19209-01 Dept-Sub Dept 19209-01						
Itemized Faculty (1011, 1012, 1015, 1016)	25.76	28.32	3,610,490	4,077,168.92	(2.56)	(466,679)
Exempt (1013)	16.70	19.35	1,186,324	1,352,872.39	(2.65)	(166,548)
Non-Exempt (1014)	6.90	9.00	367,117	367,116.61	(2.10)	0
Total Itemized S & W	49.36	56.67	5,163,931	5,797,157.92	(7.31)	(633,227)
Dept SubDept: 19209-02 Dept-Sub Dept 19209-02						
Itemized Faculty (1011, 1012, 1015, 1016)	0.00	0.10	47,149	45,056.28	(0.10)	2,093
Exempt (1013)	2.00	1.00	120,982	77,976.78	1.00	43,005
Non-Exempt (1014)	0.00	0.00	0	0.00	0.00	0
Total Itemized S & W	2.00	1.10	168,131	123,033.06	0.90	45,098
Dept: 19209 Department 19209 Total						
Itemized Faculty (1011, 1012)	25.76	28.42	3,657,639	4,122,225.20	(2.66)	(464,586)
Exempt (1013)	18.70	20.35	1,307,306	1,430,849.17	(1.65)	(123,543)
Non-Exempt (1014)	6.90	9.00	367,117	367,116.61	(2.10)	0
Dept: 19209 Total	51.36	57.77	5,332,062	5,920,190.98	(6.41)	(588,129)

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Print Detail of Salary Variance Summary
Go to further detail of Salary Variance Summary
Go to Salary Variance by Position

ACCOUNT SELECT
MAIN MENU
REPORT MENU
EXIT

REPORT DESCRIPTIONS

SALARY VARIANCE BY POSITION

Salary Variance by Position

Report printed by: Trainer on Monday, April 06, 2009 at 11:20:42 AM

Report Selection By Account: 112913-ACCT-112913

Sub code	Position	University ID	Name	Title	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Exec Level: 20 SR VP Acad Aff & Prov (SVPAAP)				Division: 92 Division 92	Department: 19208 Department 19208					
Account: 112913 ACCT-112913										
1011	195701	194832033	Charles B Lee	9123509 Assoc Prof	1.00	1.00	77,078	77,077.93	0.00	0.07
1011	195713	195049911	Robert W Buggs	9148510 Prof	1.00	1.00	94,482	94,481.83	0.00	0.17
1011	195715	195075286	Victor D Malony	9148510 Prof	1.00	1.00	115,220	115,219.50	0.00	0.50
1011	195716	194662585	Kathy Dzikkaniec	9148510 Prof	1.00	1.00	92,212	92,212.30	0.00	(0.30)
1011	195728	191170886	Harry A Zhao	9148510 Prof	1.00	1.00	85,909	85,908.82	0.00	0.18
1011	195730	191389905	Jennifer Benkassem	9123509 Assoc Prof	1.00	1.00	93,948	93,948.42	0.00	(0.42)
1011	449542	999999999	Vacant Vacant	9217502 Asst Prof	1.00	0.00	80,000	0.00	1.00	80,000.00
Sub Total					7.00	8.00	638,848	668,848.80	1	80,000.20
1012	195680	193936275	Isaak Starkey	9148510 Prof	0.45	0.50	124,750	198,340.00	-0.05	(73,590.00)
1012	195683	191433042	Gregory Britscoe	9148510 Prof	0.70	1.00	110,449	157,784.05	-0.30	(47,335.05)
1012	195684	190722093	Andre S Isaacs	9148510 Prof	0.35	0.50	91,736	45,868.17	-0.15	45,867.83
1012	195685	191365435	Samir C Williamson	9148510 Prof	0.75	1.00	153,961	205,280.79	-0.25	(51,319.79)
1012	195689	190700469	Dunya Sprangle	9148510 Prof	0.75	0.78	92,851	96,340.48	-0.03	(3,489.48)
1012	195691	194356416	Gary L Dello-Russo	9149103 Prof & Assoc Chair	0.75	0.73	115,358	111,924.87	0.02	3,433.13
1012	195692	191315966	Kerry Osada	9148510 Prof	0.75	0.75	117,209	117,209.33	0.00	(0.33)
1012	195693	191004068	Nancy O'Hara	9148510 Prof	0.75	1.00	131,290	175,053.95	-0.25	(43,763.95)
1012	195694	198223486	Peter D Phelps	9217502 Asst Prof	0.75	0.75	87,207	87,206.86	0.00	0.14
1012	195696	193832597	Steven A Kappeler	9123801 Assoc Prof & Dir	0.75	0.80	87,278	104,447.08	-0.05	(17,169.08)
1012	195700	198728479	Nancy M Martinelli	9217502 Asst Prof	0.38	0.34	55,374	55,373.91	0.04	0.09
1012	195706	194399161	Edward H Weinekandt	9148510 Prof	0.38	0.25	50,066	26,805.00	0.13	23,261.00
1012	195710	194627325	Michael Graham	9123509 Assoc Prof	0.75	0.89	98,383	117,345.70	-0.14	(18,962.70)
1012	195711	192501481	Matthew G Kapoor	9149101 Prof & Chair	1.00	1.00	214,000	214,000.00	0.00	0.00
1012	195714	194755240	Nicholas Hale	9148510 Prof	0.55	0.28	91,745	91,744.72	0.27	0.28
1012	195717	194567935	Ralph D Giffen	9148510 Prof	0.70	0.94	108,995	146,728.17	-0.24	(37,743.17)
1012	195718	192562483	Andrea Lopez	9148510 Prof	0.75	0.75	95,402	95,316.50	0.00	85.50
1012	195720	191640136	Edward Tsou	9148510 Prof	0.75	1.00	101,807	135,742.56	-0.25	(33,935.56)
1012	195722	197105776	Terry E Morton	9217502 Asst Prof	0.75	0.82	90,914	98,834.01	-0.07	(7,920.01)
1012	195723	197126979	Ankur Brivastava	9217502 Asst Prof	0.75	1.00	89,537	119,382.89	-0.25	(29,845.89)
1012	195727	194761630	Steven I Loizeaux	9148510 Prof	0.38	0.50	92,562	92,561.14	-0.12	0.86
1012	195735	194293353	Bruce Kane	9123509 Assoc Prof	0.75	0.50	107,753	143,671.00	0.25	(35,918.00)
1012	195736	199346467	Kristine M Alders	9217502 Asst Prof	0.00	1.00	0	110,946.00	-1.00	(110,946.00)
1012	195809	191663029	Cynthia Arianna	9148510 Prof	0.35	0.29	75,027	60,289.61	0.06	14,737.39
1012	195810	194656707	Michael M Stevens	9148510 Prof	0.38	0.33	60,513	49,361.12	0.05	11,251.88
1012	195815	194871315	Prakash Dorr	9148510 Prof	0.38	0.50	61,330	61,329.64	-0.12	0.36
1012	195829	197695505	Alexander Wu	9148510 Prof	0.38	0.41	56,545	56,544.64	-0.03	0.36
1012	195832	195717100	Brian Smith	9123509 Assoc Prof	0.38	0.50	86,703	86,702.91	-0.12	0.09
1012	195833	194891329	Ray Jeffers	9149103 Prof & Assoc Chair	0.35	0.46	69,854	120,072.39	-0.11	(50,218.39)
1012	195837	195622398	Ralph K Burrows	9123509 Assoc Prof	0.38	0.41	31,959	31,958.91	-0.03	0.09
1012	195953	193601180	Richard J Cheng	9123509 Assoc Prof	0.38	0.44	69,075	69,075.40	-0.06	(0.40)
1012	199079	195632320	Samuel Moore	9123509 Assoc Prof	0.38	0.31	52,327	53,432.60	0.07	(1,105.60)
1012	199083	195632672	Staci Y Underwood	9148510 Prof	0.38	0.30	53,009	52,210.95	0.08	798.05
1012	199247	195680512	Kathryn A Solomon	9217502 Asst Prof	0.38	0.43	46,572	62,427.05	-0.05	(15,855.05)
Sub Total					18.78	21.48	2,971,841	3,461,322.40	-2.7	(479,881.40)
1013	191828	194362622	Bryan G Rooney	9332020 Director	0.00	1.00	0	105,263.39	-1.00	(105,263.39)
1013	191941	195900250	John F Herbert	9430507 Coordinator	1.00	1.00	71,995	71,984.60	0.00	0.40
1013	192807	195627712	Gail B Render	9757003 Systems Analyst	1.00	1.00	48,000	49,960.00	0.00	(1,960.00)
1013	193182	199616591	Jessica A Harris	9430507 Coordinator	0.00	1.00	0	42,556.00	-1.00	(42,556.00)
1013	195681	193315971	Sarah S Thorpe	9334401 Exec Dir	1.00	1.00	110,591	110,590.97	0.00	0.03
1013	195712	192272473	Laura Semeliks	9332020 Director	1.00	1.00	72,959	72,959.38	0.00	(0.38)
1013	195724	193586296	Kelli E Barrera	9332020 Director	0.50	0.55	49,407	54,627.05	-0.05	(5,220.05)
1013	195734	190865929	Michelle A Janicki	9332020 Director	0.90	1.00	69,580	77,312.29	-0.10	(7,732.29)
1013	195737	195774790	Lucia Lee	9430507 Coordinator	1.00	1.00	48,820	48,819.62	0.00	0.38
1013	195739	192853856	Maryn M Prokopy	9359005 Business Manager	1.00	1.00	51,090	51,089.63	0.00	0.37
1013	195742	192213155	Michelle J Harpold	9430507 Coordinator	1.00	1.00	51,351	51,351.44	0.00	(0.44)
1013	195743	195309480	Denise A Aute	9430507 Coordinator	1.00	1.00	54,437	54,436.51	0.00	0.49

REPORT DESCRIPTIONS

AUDIT TRAIL

Audit Trail Report

Report printed by: Trainer on Monday, April 08, 2009 at 11:24:43 AM

Report Selection By Account: 112913-ACCT-112913

User Name	Date & Time	Action Taken	Position	Subcode	UniversityID	Employee Name	Account	FTE	Budget	Salary
Trainer	4/3/2009 12:44:30 PM	Set Salary By Account Number	195744	1014	191256030	Vaswani, Richard	112913		Old Budget: 39,855 New: 40,851	Old Salary: 39,854.75 New: 40,851.12
	Comments: Name: Richard C Vaswani -- Salary has been set.									
Trainer	4/3/2009 12:45:36 PM	Set Salaries and Budget	195740	1014	196010088	Braves, Carrie	112913		Old Budget: 37,231 New: 37,231	Old Salary: 0.00 New: 37,230.83
	Comments: Name: Carrie I Braves -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:36 PM	Set Salaries and Budget	195741	1014	193326205	Campoli, Sean	112913		Old Budget: 56,232 New: 56,232	Old Salary: 0.00 New: 56,231.97
	Comments: Name: Sean K Campoli -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:36 PM	Set Salaries and Budget	190808	1014	196318146	Emerson, Melissa	112913		Old Budget: 30,388 New: 30,388	Old Salary: 0.00 New: 30,387.66
	Comments: Name: Melissa M Emerson -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:36 PM	Set Salaries and Budget	198372	1014	195408664	Fetters, Ronald	112913		Old Budget: 0 New: 38,619	Old Salary: 0.00 New: 38,619.14
	Comments: Name: Ronald Fetters -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:37 PM	Set Salaries and Budget	195705	1014	196065286	Holz, Angela	112913		Old Budget: 33,532 New: 37,258	Old Salary: 0.00 New: 37,257.62
	Comments: Name: Angela L Holz -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:37 PM	Set Salaries and Budget	195731	1014	199264457	Strauch, Joseph	112913		Old Budget: 44,020 New: 44,020	Old Salary: 0.00 New: 44,019.73
	Comments: Name: Joseph Strauch -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:37 PM	Set Salaries and Budget	195744	1014	191256030	Vaswani, Richard	112913		Old Budget: 40,851 New: 40,851	Old Salary: 0.00 New: 40,851.12
	Comments: Name: Richard C Vaswani -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:37 PM	Set Salaries and Budget	195745	1014	193432579	Stein, Patricia	112913		Old Budget: 50,002 New: 50,002	Old Salary: 0.00 New: 50,002.26
	Comments: Name: Patricia T Stein -- Set Salary and Budget.									
Trainer	4/3/2009 12:45:37 PM	Set Salaries and Budget	195749	1014	198057197	Klipatrick, Alice	112913		Old Budget: 0 New: 32,516	Old Salary: 0.00 New: 32,516.26
	Comments: Name: Alice M Klipatrick -- Set Salary and Budget.									
Trainer	4/3/2009 12:48:26 PM	Set Salary By Account Number	191941	1013	195900250	Herbert, John	112913		Old Budget: 63,985 New: 71,985	Old Salary: 63,984.60 New: 71,984.60
	Comments: Name: John F Herbert -- Salary has been set.									
Trainer	4/3/2009 1:00:58 PM	Set Salary By Account Number	195714	1012	194755240	Hale, Nicholas	112913		Old Budget: 77,245 New: 91,745	Old Salary: 38,622.36 New: 89,244.72
	Comments: Name: Nicholas Hale -- Salary has been set.									
Trainer	4/3/2009 1:12:34 PM	Set Salary By Account Number	195742	1013	192213155	Harbold, Michelle	112913		Old Budget: 52,378 New: 51,351	Old Salary: 52,378.47 New: 51,351.44
	Comments: Name: Michelle J Harbold -- Salary has been set.									
Trainer	4/3/2009 1:20:12 PM	Split Reallocation Details	195748	1013	193873525	Barrett, Jeanette	112913		Old Budget: 53,882 New: 26,941	Old Salary: 53,882.49 New: 26,941.24
	Comments: Name: Jeanette M Barrett - Reallocation Details for this Line Item saved									
Trainer	4/3/2009 1:26:12 PM	Split Reallocation Details	195837	1012	195622398	Burrows, Ralph	112913		Old Budget: 46,033 New: 28,219	Old Salary: 47,314.91 New: 28,218.91
	Comments: Name: Ralph K Burrows - Reallocation Details for this Line Item saved									
Trainer	4/3/2009 1:27:01 PM	Set Salary By Employee Number	195837	1012	195622398	Burrows, Ralph	112913		Old Budget: 28,219 New: 31,969	Old Salary: 28,218.91 New: 31,968.91
	Comments: Name: Ralph K Burrows -- Salary has been set at the Employee Level.									
Trainer	4/3/2009 1:31:08 PM	Set Salary By Account Number	195714	1012	194755240	Hale, Nicholas	112913		Old Budget: 91,745 New: 91,745	Old Salary: 89,244.72 New: 89,244.72
	Comments: Name: Nicholas Hale -- Salary has been set.									
Trainer	4/3/2009 1:35:36 PM	Set Salary By Employee Number	195832	1012	195717100	Smith, Brian	112913		Old Budget: 57,693 New: 57,693	Old Salary: 82,667.64 New: 86,702.91
	Comments: Name: Brian Smith -- Salary has been set at the Employee Level.									
Trainer	4/3/2009 1:37:42 PM	Set Salary By Account Number	195832	1012	195717100	Smith, Brian	112913		Old Budget: 57,693 New: 86,703	Old Salary: 86,702.91 New: 86,702.91
	Comments: Name: Brian Smith -- Salary has been set.									
Trainer	4/3/2009 1:42:03 PM	Set Salary By Employee Number	195700	1012	198728479	Martinelli, Nancy	112913			Old Salary: 46,978.81 New: 55,373.91
	Comments: Name: Nancy M Martinelli -- Salary has been set at the Employee Level.									
Trainer	4/3/2009 1:43:00 PM	Update BPM FTE and Budget	195700	1012	198728479	Martinelli, Nancy	112913	Old BPM FTE: 0.38 New BPM FTE: 0.38	Old Budget: 41,909 New Budget: 55,374	
	Comments: Name: Nancy M Martinelli -- Updated BPM FTE and/or Budget									
Trainer	4/3/2009 1:58:32 PM	Split Reallocation Details	195748	1013	193873525	Barrett, Jeanette	112913	Old FTE: 1.00 New: 0.50	Old Budget: 26,941 New: 26,941	Old Salary: 26,941.24 New: 26,941.24
	Comments: Name: Jeanette M Barrett - Reallocation Details for this Line Item saved									
Trainer	4/3/2009 2:12:26 PM	Set Salary By Account Number	198993	1012	193601180	Cheng, Richard	112913		Old Budget: 45,693 New: 69,075	Old Salary: 66,575.40 New: 69,075.40
	Comments: Name: Richard J Cheng -- Salary has been set.									
Trainer	4/3/2009 2:18:30 PM	Set Salary By Account Number	198993	1012	193601180	Cheng, Richard	112913		Old Budget: 69,075 New: 69,075	Old Salary: 69,075.40 New: 69,075.40
	Comments: Name: Richard J Cheng -- Salary has been set.									
Trainer	4/3/2009 2:21:17 PM	Set Termination Flag	195724	1013	193586296	Barrera, Kelli	112913			Old Salary: 54,627.05 New: 0.00
	Comments: Name: Kelli E Barrera -- Termination Flag has been set.									
Trainer	4/3/2009 2:21:42 PM	Remove Termination Flag	195724	1013	193586296	Barrera, Kelli	112913			
	Comments: Name: Kelli E Barrera -- Termination Flag has been removed.									
Trainer	4/3/2009 2:21:56 PM	Reset Current Salary By Employee Number	195724	1013	193586296	Barrera, Kelli	112913			
	Comments: Name: Kelli E Barrera -- Salary has been reset at the Employee Level.									
Trainer	4/3/2009 2:23:27 PM	Create Vacant Position	449542	1013	999999999	Vacant, Vacant	112913	New PHR FTE: 1.00	New Budget: 75,000	
	Comments: Added Vacant Budgeted Line Item									
Trainer	4/3/2009 2:26:46 PM	Position eliminated by Reassignment	449487	1013	999999999	Vacant, Vacant	112913			
	Comments: Position Eliminated By Reassignment									

REPORT DESCRIPTIONS

SALARY CERTIFICATION SUMMARY—ALL EMPLOYEES

Salary Certification Summary - All Employees

Report printed by: Trainer on Monday, April 06, 2009 at 11:27:38 AM

Account: 112913-ACCT-112913

Account: 112913-ACCT-112913				Program: 01 Instruction				Major Fund: 40 Current Unrestricted - E&G				Supp. Indicator: 1 State Support				Element: 01 N/A		SubElement: 08 N/A	
Name	Dept	FRS Acct Code	Sub PHR FTE	Current Base Salary	Adjustments To Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Amount	Retention, Equity, and Other Increases	Reallocation, or Termination	Proposed Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Proposed Increments	Total Proposed Salary	Total Salary Set?
DEPA																			
tment 19209																			
Alders, Kristine	112913	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	110,946.00	Yes
Arianna, Cynthia	112913	1012	0.29	60,289.61	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00	60,289.61	0.00	60,289.61	Yes
Aute, Denise	112913	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	Yes
Barrera, Kelli	112913	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	Yes
Barrett, Jeanette	112913	1013	1.00	53,882.49	-26,941.25	26,941.24	0.00	0.00	0.00	0.00	0.00	0.00	26,941.24	0.00	0.00	26,941.24	0.00	26,941.24	Yes
Benkassam, Jennifer	112913	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	Yes
Braves, Carrie	112913	1014	1.00	37,230.83	0.00	37,230.83	0.00	0.00	0.00	0.00	0.00	0.00	37,230.83	0.00	0.00	37,230.83	0.00	37,230.83	Yes
Briscoe, Gregory	112913	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	Yes
Buggs, Robert	112913	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	Yes
Burrows, Ralph	112913	1012	0.41	47,314.91	-19,096.00	28,218.91	0.00	0.00	0.00	0.00	3,750.00	0.00	31,968.91	13.29	0.00	31,968.91	0.00	31,968.91	Yes
Campoli, Sean	112913	1014	1.00	56,231.97	0.00	56,231.97	0.00	0.00	0.00	0.00	0.00	0.00	56,231.97	0.00	0.00	56,231.97	0.00	56,231.97	Yes
Cheng, Richard	112913	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	2,500.00	0.00	69,075.40	3.76	0.00	69,075.40	0.00	69,075.40	Yes
Dello-Russo, Gary	112913	1012	0.73	111,924.87	0.00	111,924.87	0.00	0.00	0.00	0.00	0.00	0.00	111,924.87	0.00	0.00	111,924.87	0.00	111,924.87	Yes
Dorr, Prakash	112913	1012	0.50	61,329.64	0.00	61,329.64	0.00	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	0.00	61,329.64	0.00	61,329.64	Yes
Dziczkaniec, Kathy	112913	1011	1.00	92,212.30	0.00	92,212.30	0.00	0.00	0.00	0.00	0.00	0.00	92,212.30	0.00	0.00	92,212.30	0.00	92,212.30	Yes
Emerson, Melissa	112913	1014	1.00	30,387.66	0.00	30,387.66	0.00	0.00	0.00	0.00	0.00	0.00	30,387.66	0.00	0.00	30,387.66	0.00	30,387.66	Yes
Fetters, Ronald	112913	1014	1.00	38,619.14	0.00	38,619.14	0.00	0.00	0.00	0.00	0.00	0.00	38,619.14	0.00	0.00	38,619.14	0.00	38,619.14	Yes
Ghozati, Kathryn	112913	1013	1.00	81,957.63	0.00	81,957.63	0.00	0.00	0.00	0.00	0.00	0.00	81,957.63	0.00	0.00	81,957.63	0.00	81,957.63	Yes
Giffen, Ralph	112913	1012	0.94	146,728.17	0.00	146,728.17	0.00	0.00	0.00	0.00	0.00	0.00	146,728.17	0.00	0.00	146,728.17	0.00	146,728.17	Yes
Graham, Micheal	112913	1012	0.89	117,345.70	0.00	117,345.70	0.00	0.00	0.00	0.00	0.00	0.00	117,345.70	0.00	0.00	117,345.70	0.00	117,345.70	Yes
Hale, Nicholas	112913	1012	0.28	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.54	0.00	89,244.72	2,500.00	91,744.72	Yes
Harbold, Michelle	112913	1013	1.00	51,351.44	0.00	51,351.44	0.00	0.00	0.00	0.00	0.00	0.00	51,351.44	0.00	0.00	51,351.44	0.00	51,351.44	Yes
Harris, Jessica	112913	1013	1.00	42,556.00	0.00	42,556.00	0.00	0.00	0.00	0.00	0.00	0.00	42,556.00	0.00	0.00	42,556.00	0.00	42,556.00	Yes
Harvey, Cynthia	112913	1016	0.23	24,988.08	0.00	24,988.08	0.00	0.00	0.00	0.00	0.00	0.00	24,988.08	0.00	0.00	24,988.08	0.00	24,988.08	Yes
Herbert, John	112913	1013	1.00	63,984.60	8,000.00	71,984.60	0.00	0.00	0.00	0.00	0.00	0.00	71,984.60	0.00	0.00	71,984.60	0.00	71,984.60	Yes
Holz, Angela	112913	1014	1.00	37,257.62	0.00	37,257.62	0.00	0.00	0.00	0.00	0.00	0.00	37,257.62	0.00	0.00	37,257.62	0.00	37,257.62	Yes
Isaacs, Andre	112913	1012	0.50	45,868.17	0.00	45,868.17	0.00	0.00	0.00	0.00	0.00	0.00	45,868.17	0.00	0.00	45,868.17	0.00	45,868.17	Yes
Janicki, Michelle	112913	1013	1.00	77,312.29	0.00	77,312.29	0.00	0.00	0.00	0.00	0.00	0.00	77,312.29	0.00	0.00	77,312.29	0.00	77,312.29	Yes
Jeffers, Ray	112913	1012	0.46	120,072.39	0.00	120,072.39	0.00	0.00	0.00	0.00	0.00	0.00	120,072.39	0.00	0.00	120,072.39	0.00	120,072.39	Yes
Kane, Bruce	112913	1012	0.50	143,671.00	0.00	143,671.00	0.00	0.00	0.00	0.00	0.00	0.00	143,671.00	0.00	0.00	143,671.00	0.00	143,671.00	Yes
Kapoor, Matthew	112913	1012	1.00	205,000.00	0.00	205,000.00	0.00	0.00	0.00	0.00	0.00	0.00	205,000.00	0.00	0.00	205,000.00	0.00	205,000.00	Yes
Kappeler, Steven	112913	1012	0.80	104,447.08	0.00	104,447.08	0.00	0.00	0.00	0.00	0.00	0.00	104,447.08	0.00	0.00	104,447.08	0.00	104,447.08	Yes

Salary Certification by Account - All Employees

Report Selection By Account: 112913-ACCT-112913

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REPORT DESCRIPTIONS

SALARY SUMMARY BY EMPLOYEE—ALL —% INCR > 10.00

Account: 112013-ACCT-112013															
Program: 01 Instruction				Major Fund: 40 Current Unrestricted - E&G				Supp. Indicator: 1 State Support				Element: 01 N/A		SubElement: 08 N/A	
Name	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocate or Terminate	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary
Hale, Nicholas	1012	0.28	38,622.36	36,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.64	0.00	89,244.72
Grand Total		0.28	38,622.36	36,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.64	0.00	89,244.72
															91,744.72
															91,744.72

REPORT DESCRIPTIONS

SALARY SUMMARY BY EMPLOYEE—ALL ACCOUNTS

Salary Summary by Employee - All Positions

Report printed by: Trainer on Monday, April 06, 2009 at 11:48:57 AM

Account: 112913-ACOT-112913

Program: 01 | Instruction

Major Fund: 40 | Current Unrestricted - E&G

Supp. Indicator: 1 | State Support

Element: 01 | N/A

SubElement: 08 | N/A

Name	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocate or Terminate	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
Alders, Kristine	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	110,946.00	Yes
Arianna, Cynthia	1012	0.99	215,262.00	0.00	215,262.00	0.00	0.00	0.00	0.00	0.00	0.00	215,262.00	0.00	0.00	215,262.00	0.00	215,262.00	Yes
Auta, Denise	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	Yes
Barrera, Kelli	1013	1.00	98,812.65	0.00	98,812.65	0.00	0.00	0.00	0.00	0.00	0.00	98,812.65	0.00	0.00	98,812.65	0.00	98,812.65	Yes
Barrett, Jeanette	1013	1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	Yes
Benkassen, Jennifer	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	Yes
Braves, Carrie	1014	1.00	37,230.83	0.00	37,230.83	0.00	0.00	0.00	0.00	0.00	0.00	37,230.83	0.00	0.00	37,230.83	0.00	37,230.83	Yes
Briscoe, Gregory	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	Yes
Buggs, Robert	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	Yes
Burrows, Ralph	1012	0.91	112,875.67	0.00	112,875.67	0.00	0.00	0.00	0.00	15,000.00	0.00	127,875.67	13.29	0.00	127,875.67	0.00	127,875.67	Yes
Campoli, Sean	1014	1.00	56,231.97	0.00	56,231.97	0.00	0.00	0.00	0.00	0.00	0.00	56,231.97	0.00	0.00	56,231.97	0.00	56,231.97	Yes
Cheng, Richard	1012	1.00	122,724.00	0.00	122,724.00	0.00	0.00	0.00	0.00	2,500.00	0.00	125,224.00	2.04	0.00	125,224.00	0.00	125,224.00	Yes
Dello-Russo, Gary	1012	1.00	153,810.94	0.00	153,810.94	0.00	0.00	0.00	0.00	0.00	0.00	153,810.94	0.00	0.00	153,810.94	0.00	153,810.94	Yes
Dorr, Prakash	1012	1.00	165,163.42	0.00	165,163.42	0.00	0.00	0.00	0.00	0.00	0.00	165,163.42	0.00	0.00	165,163.42	0.00	165,163.42	Yes
Dzickanec, Kathy	1011	1.00	92,212.30	0.00	92,212.30	0.00	0.00	0.00	0.00	0.00	0.00	92,212.30	0.00	0.00	92,212.30	0.00	92,212.30	Yes
Emerson, Melissa	1014	1.00	30,387.66	0.00	30,387.66	0.00	0.00	0.00	0.00	0.00	0.00	30,387.66	0.00	0.00	30,387.66	0.00	30,387.66	Yes
Fetters, Ronald	1014	1.00	38,619.14	0.00	38,619.14	0.00	0.00	0.00	0.00	0.00	0.00	38,619.14	0.00	0.00	38,619.14	0.00	38,619.14	Yes
Ghozati, Kathryn	1013	1.00	81,867.63	0.00	81,867.63	0.00	0.00	0.00	0.00	0.00	0.00	81,867.63	0.00	0.00	81,867.63	0.00	81,867.63	Yes
Giffen, Ralph	1012	1.00	155,692.54	0.00	155,692.54	0.00	0.00	0.00	0.00	0.00	0.00	155,692.54	0.00	0.00	155,692.54	0.00	155,692.54	Yes
Graham, Micheal	1012	1.00	131,176.81	0.00	131,176.81	0.00	0.00	0.00	0.00	0.00	0.00	131,176.81	0.00	0.00	131,176.81	0.00	131,176.81	Yes
Hale, Nicholas	1012	0.28	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.54	0.00	89,244.72	2,500.00	91,744.72	Yes
Harpold, Michelle	1013	1.00	51,351.44	0.00	51,351.44	0.00	0.00	0.00	0.00	0.00	0.00	51,351.44	0.00	0.00	51,351.44	0.00	51,351.44	Yes
Harris, Jessica	1013	1.00	42,556.00	0.00	42,556.00	0.00	0.00	0.00	0.00	0.00	0.00	42,556.00	0.00	0.00	42,556.00	0.00	42,556.00	Yes
Harvey, Cynthia	1016	1.00	111,054.36	0.00	111,054.36	0.00	0.00	0.00	0.00	0.00	0.00	111,054.36	0.00	0.00	111,054.36	0.00	111,054.36	Yes
Herbert, John	1013	1.00	63,984.60	8,000.00	71,984.60	0.00	0.00	0.00	0.00	0.00	0.00	71,984.60	0.00	0.00	71,984.60	0.00	71,984.60	Yes
Holz, Angela	1014	1.00	37,257.62	0.00	37,257.62	0.00	0.00	0.00	0.00	0.00	0.00	37,257.62	0.00	0.00	37,257.62	0.00	37,257.62	Yes
Isaacs, Andre	1012	1.00	274,156.17	0.00	274,156.17	0.00	0.00	0.00	0.00	0.00	0.00	274,156.17	0.00	0.00	274,156.17	0.00	274,156.17	Yes
Janicki, Michelle	1013	1.00	77,312.29	0.00	77,312.29	0.00	0.00	0.00	0.00	0.00	0.00	77,312.29	0.00	0.00	77,312.29	0.00	77,312.29	Yes
Jeffers, Ray	1012	0.96	188,864.41	0.00	188,864.41	0.00	0.00	0.00	0.00	0.00	0.00	188,864.41	0.00	0.00	188,864.41	0.00	188,864.41	Yes
Kane, Bruce	1012	0.50	143,671.00	0.00	143,671.00	0.00	0.00	0.00	0.00	0.00	0.00	143,671.00	0.00	0.00	143,671.00	0.00	143,671.00	Yes
Kapoor, Matthew	1012	1.00	205,000.00	0.00	205,000.00	0.00	0.00	0.00	0.00	0.00	0.00	205,000.00	0.00	0.00	205,000.00	8,000.00	214,000.00	Yes
Kappeler, Steven	1012	1.00	129,929.00	0.00	129,929.00	0.00	0.00	0.00	0.00	0.00	0.00	129,929.00	0.00	0.00	129,929.00	0.00	129,929.00	Yes

REPORT DESCRIPTIONS

SALARY DETAILS BY EMPLOYEE—ALL ACCOUNTS

Salary Details by Employee - All Accounts

Report printed by: Trainer on Monday, April 06, 2009 at 11:48:32 AM

Account: 112913-ACCT-112913

Program: 01 Instruction										Major Fund: 40 Current Unrestricted - E&G					Supp. Indicator: 1 State Support					Element: 01 N/A		SubElement: 08 N/A	
Name	Div	Department	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocation or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary Set?			
Alders, Kristine	DEPA	Imnt 12009	112913	1012	1.00	110,346.00	0.00	110,346.00	0.00	0.00	0.00	0.00	0.00	0.00	110,346.00	0.00	0.00	110,346.00	0.00	110,346.00	Yes		
	Total				0.99	215,262.00	0.00	215,262.00	0.00	0.00	0.00	0.00	0.00	0.00	215,262.00	0.00	0.00	215,262.00	0.00	215,262.00	Yes		
	DEPA	Imnt 12009	112913	1012	0.29	60,289.61	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00	60,289.61	0.00	60,289.61	Yes		
	DEPA	Imnt 1217	112953	1012	0.34	75,656.05	0.00	75,656.05	0.00	0.00	0.00	0.00	0.00	0.00	75,656.05	0.00	0.00	75,656.05	0.00	75,656.05	Yes		
	DEPA	Imnt 1217	433025	1012	0.16	36,263.76	0.00	36,263.76	0.00	0.00	0.00	0.00	0.00	0.00	36,263.76	0.00	0.00	36,263.76	0.00	36,263.76	Yes		
Aute, Denise	DEPA	Imnt 12009	436818	1012	0.10	21,526.29	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	21,526.29	Yes		
	DEPA	Imnt 12009	526373	1012	0.10	21,526.29	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	21,526.29	Yes		
	Total				1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	Yes		
	DEPA	Imnt 12009	112913	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	Yes		
	DEPA	Imnt 12009	529704	1013	0.15	14,821.95	0.00	14,821.95	0.00	0.00	0.00	0.00	0.00	0.00	14,821.95	0.00	0.00	14,821.95	0.00	14,821.95	Yes		
Barrett, Jeanette	DEPA	Imnt 12009	590413	1013	0.30	29,363.65	0.00	29,363.65	0.00	0.00	0.00	0.00	0.00	0.00	29,363.65	0.00	0.00	29,363.65	0.00	29,363.65	Yes		
	Total				1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	Yes		
	DEPA	Imnt 12009	112913	1013	1.00	53,882.49	-26,941.25	26,941.24	0.00	0.00	0.00	0.00	0.00	0.00	26,941.24	0.00	0.00	26,941.24	0.00	26,941.24	Yes		
	DEPA	Imnt 1217	112953	1013	0.00	0.00	26,941.25	26,941.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,941.25	0.00	0.00	26,941.25	0.00	26,941.25	Yes	
	Total				1.00	53,882.49	-26,941.25	26,941.24	0.00	0.00	0.00	0.00	0.00	0.00	26,941.24	0.00	0.00	26,941.24	0.00	26,941.24	Yes		
Benkassem, Jennifer	DEPA	Imnt 12009	112913	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	Yes		
	Total				1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	Yes		
	DEPA	Imnt 12009	112913	1014	1.00	37,230.83	0.00	37,230.83	0.00	0.00	0.00	0.00	0.00	0.00	37,230.83	0.00	0.00	37,230.83	0.00	37,230.83	Yes		
	DEPA	Imnt 12009	112913	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	Yes		
	DEPA	Imnt 12009	112913	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	Yes		
Burrows, Ralph	DEPA	Imnt 12009	112913	1012	0.41	47,314.91	-19,098.00	28,216.91	0.00	0.00	0.00	0.00	0.00	0.00	28,216.91	0.00	0.00	28,216.91	0.00	28,216.91	Yes		
	DEPA	Imnt 12009	112914	1012	0.00	0.00	28,216.92	28,216.92	0.00	0.00	0.00	0.00	0.00	0.00	28,216.92	0.00	0.00	28,216.92	0.00	28,216.92	Yes		
	DEPA	Imnt 1217	112953	1012	0.50	65,590.76	-9,122.92	56,467.84	0.00	0.00	0.00	0.00	0.00	0.00	56,467.84	0.00	0.00	56,467.84	0.00	56,467.84	Yes		
	DEPA	Imnt 12009	526567	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	0.00	0.00	9,798.60	0.00	0.00	9,798.60	0.00	9,798.60	Yes		
	Total				1.00	56,231.97	0.00	56,231.97	0.00	0.00	0.00	0.00	0.00	0.00	56,231.97	0.00	0.00	56,231.97	0.00	56,231.97	Yes		
Cheng, Richard	DEPA	Imnt 12009	112913	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	0.00	0.00	66,575.40	0.00	0.00	66,575.40	0.00	66,575.40	Yes		
	DEPA	Imnt 1217	112953	1012	0.50	46,350.00	0.00	46,350.00	0.00	0.00	0.00	0.00	0.00	0.00	46,350.00	0.00	0.00	46,350.00	0.00	46,350.00	Yes		
	DEPA	Imnt 12009	526567	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	0.00	0.00	9,798.60	0.00	0.00	9,798.60	0.00	9,798.60	Yes		
	Total				1.00	122,724.00	0.00	122,724.00	0.00	0.00	0.00	0.00	0.00	0.00	122,724.00	0.00	0.00	122,724.00	0.00	122,724.00	Yes		
	DEPA	Imnt 12009	112913	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	0.00	0.00	66,575.40	0.00	0.00	66,575.40	0.00	66,575.40	Yes		
Dello-Russo, Gary	DEPA	Imnt 12009	112913	1012	0.73	111,924.87	0.00	111,924.87	0.00	0.00	0.00	0.00	0.00	0.00	111,924.87	0.00	0.00	111,924.87	0.00	111,924.87	Yes		
	DEPA	Imnt 12009	526813	1012	0.27	41,886.07	0.00	41,886.07	0.00	0.00	0.00	0.00	0.00	0.00	41,886.07	0.00	0.00	41,886.07	0.00	41,886.07	Yes		
	Total				1.00	153,810.94	0.00	153,810.94	0.00	0.00	0.00	0.00	0.00	0.00	153,810.94	0.00	0.00	153,810.94	0.00	153,810.94	Yes		
	DEPA	Imnt 12009	112913	1012	0.50	61,329.64	0.00	61,329.64	0.00	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	0.00	61,329.64	0.00	61,329.64	Yes		
	DEPA	Imnt 1217	112953	1012	0.30	62,543.82	0.00	62,543.82	0.00	0.00	0.00	0.00	0.00	0.00	62,543.82	0.00	0.00	62,543.82	0.00	62,543.82	Yes		
Dorr, Prakash	DEPA	Imnt 12009	112913	1012	0.50	61,329.64	0.00	61,329.64	0.00	0.00	0.00	0.00	0.00	0.00	61,329.64	0.00	0.00	61,329.64	0.00	61,329.64	Yes		
	DEPA	Imnt 1217	112953	1012	0.30	62,543.82	0.00	62,543.82	0.00	0.00	0.00	0.00	0.00	0.00	62,543.82	0.00	0.00	62,543.82	0.00	62,543.82	Yes		
	DEPA	Imnt 1217	265668	1012	0.20	41,289.96	0.00	41,289.96	0.00	0.00	0.00	0.00	0.00	0.00	41,289.96	0.00	0.00	41,289.96	0.00	41,289.96	Yes		
	DEPA	Imnt 12009	112913	1011	1.00	92,212.30	0.00	92,212.30	0.00	0.00	0.00	0.00	0.00	0.00	92,212.30	0.00	0.00	92,212.30	0.00	92,212.30	Yes		
	Total				1.00	92,212.30	0.00	92,212.30	0.00	0.00	0.00	0.00	0.00	0.00	92,212.30	0.00	0.00	92,212.30	0.00	92,212.30	Yes		
Emerson, Melissa	DEPA	Imnt 12009	112913	1014	1.00	30,387.66	0.00	30,387.66	0.00	0.00	0.00	0.00	0.00	0.00	30,387.66	0.00	0.00	30,387.66	0.00	30,387.66	Yes		
	DEPA	Imnt 12009	112913	1014	1.00	38,619.14	0.00	38,619.14	0.00	0.00	0.00	0.00	0.00	0.00	38,619.14	0.00	0.00	38,619.14	0.00	38,619.14	Yes		
	DEPA	Imnt 12009	112913	1013	1.00	81,957.63	0.00	81,957.63	0.00	0.00	0.00	0.00	0.00	0.00	81,957.63	0.00	0.00	81,957.63	0.00	81,957.63	Yes		
	Total				1.00	155,692.54	0.00	155,692.54	0.00	0.00	0.00	0.00	0.00	0.00	155,692.54	0.00	0.00	155,692.54	0.00	155,692.54	Yes		
	DEPA	Imnt 12009	112913	1012	0.94	146,728.17	0.00	146,728.17	0.00	0.00	0.00	0.00	0.00	0.00	146,728.17	0.00	0.00	146,728.17	0.00	146,728.17	Yes		
Giffen, Ralph	PLAF	Dean-School of Publ	433328	1012	0.06	8,964.37	0.00	8,964.37	0.00	0.00	0.00	0.00	0.00	0.00	8,964.37	0.00	0.00	8,964.37	0.00	8,964.37	Yes		
	Total				1.00	131,176.81	0.00	131,176.81	0.00	0.00	0.00	0.00	0.00	0.00	131,176.81	0.00	0.00	131,176.81	0.00	131,176.81	Yes		
	DEPA	Imnt 12009	112913	1012	0.89	117,345.70	0.00	117,345.70	0.00	0.00	0.00	0.00	0.00	0.00	117,345.70	0.00	0.00	117,345.70	0.00	117,345.70	Yes		
	DEPA	Imnt 12009	296143	1012	0.11	13,831.11	0.00	13,831.11	0.00	0.00	0.00	0.00	0.00	0.00</									

REPORT DESCRIPTIONS

INCREMENTS ABOVE BASE DETAILS BY EMPLOYEE—ALL ACCOUNTS

Increments Above Base Details by Employee - All Accounts

Report printed by: Trainer on Friday, April 09, 2010 at 3:24:56 PM

Account: 112913-ACCT-112913										Program: 01 Instruction		Major Fund: 40 Current Unrestricted - E&G			Supp. Indicator: 1 State Support	
Element: 01 N/A										SubElement: 08 N/A						
Name	Div	Department	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Total Proposed Base Salary	Old Admin Increment	Admin Increment	Old Acting Increment	Acting Increment	Total Increments	Total Proposed Salary	Salary Set?		
Hale, Nicholas	DEPT	19209	112913	1012	0.28	38,622.36	89,244.72	0.00	0.00	0.00	2,500.00	2,500.00	91,744.72	Yes		
Kapoor, Matthew	DEPT	19209	112913	1012	1.00	205,000.00	205,000.00	0.00	0.00	9,000.00	9,000.00	9,000.00	214,000.00	Yes		
Olson, Mark			Total		1.00	174,000.18	174,000.18	0.00	0.00	5,000.00	5,000.00	5,000.00	179,000.18	Yes		
	ENGR	Dean-Clark School of	112200	1012	0.33	38,540.00	38,540.00	0.00	0.00	5,000.00	5,000.00	5,000.00	43,540.00	Yes		
	DEPT	19209	112913	1012	0.67	135,460.18	135,460.18	0.00	0.00	0.00	0.00	0.00	135,460.18	Yes		
Rooney, Bryan	DEPT	19209	112913	1013	1.00	95,751.07	95,751.07	0.00	0.00	9,512.00	9,512.32	9,512.32	105,263.39	Yes		
Smith, Brian			Total		1.00	153,647.02	161,147.02	0.00	0.00	5,000.00	6,000.00	6,000.00	167,147.02	Yes		
	DEPT	19209	112913	1012	0.50	82,667.64	86,702.91	0.00	0.00	5,000.00	0.00	0.00	86,702.91	Yes		
	DEPT	19217	112953	1012	0.50	70,979.38	74,444.11	0.00	0.00	0.00	6,000.00	6,000.00	80,444.11	Yes		
	DEPT	19209	526812	1012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Yes		
Grand Total					4.28	667,020.63	725,142.99	0.00	0.00	28,512.00	32,012.32	0.00	757,155.31			

REPORT DESCRIPTIONS

SALARY ADJUSTMENTS

Account: 112513-ACCT-112513										Program: 01 Instruction				Major Fund: 40 Current Unrestricted - E&G				Supp. Indicator: 1 State Support				Element: 01 N/A		SubElement: 08 N/A										
Name	Div	Department	FRS	Sub	PHR	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocation or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Proposed Increments	Total Proposed Salary	Salary Set?													
Barrett, Jeanette	DEPA	Imtent 19209	Total	1.00		53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	Yes													
	DEPA	Imtent 19209	112513	1013	1.00	53,882.49	-26,941.25	26,941.24	0.00	0.00	0.00	0.00	0.00	0.00	26,941.24	0.00	0.00	26,941.24	0.00	26,941.24	Yes													
	DEPA	Imtent 19217	112553	1013	0.00		26,941.25	26,941.25	0.00	0.00	0.00	0.00	0.00	0.00	26,941.25	0.00	0.00	26,941.25	0.00	26,941.25	Yes													
Burrows, Ralph	DEPA	Imtent 19209	Total	0.31		112,875.67	0.00	112,875.67	0.00	0.00	0.00	0.00	15,000.00	0.00	127,875.67	13.29	0.00	127,875.67	0.00	127,875.67	Yes													
	DEPA	Imtent 19209	112513	1012	0.41	47,314.51	-19,096.00	28,218.51	0.00	0.00	0.00	0.00	3,750.00	0.00	31,968.51	13.29	0.00	31,968.51	0.00	31,968.51	Yes													
	DEPA	Imtent 19209	112514	1012	0.00	0.00	28,218.92	28,218.92	0.00	0.00	0.00	0.00	3,750.00	0.00	31,968.92	13.29	0.00	31,968.92	0.00	31,968.92	Yes													
Chang, Richard	DEPA	Imtent 19217	Total	1.00		65,560.76	-9,122.92	56,437.84	0.00	0.00	0.00	0.00	7,500.00	0.00	63,937.84	13.29	0.00	63,937.84	0.00	63,937.84	Yes													
	DEPA	Imtent 19209	112513	1012	0.28	122,724.00	0.00	122,724.00	0.00	0.00	0.00	0.00	2,500.00	0.00	125,224.00	2.04	0.00	125,224.00	0.00	125,224.00	Yes													
	DEPA	Imtent 19209	112513	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	2,500.00	0.00	69,075.40	3.76	0.00	69,075.40	0.00	69,075.40	Yes													
Hale, Nicholas	DEPA	Imtent 19217	Total	1.00		46,350.00	0.00	46,350.00	0.00	0.00	0.00	0.00	0.00	0.00	46,350.00	0.00	0.00	46,350.00	0.00	46,350.00	Yes													
	DEPA	Imtent 19217	112553	1012	0.50	46,350.00	0.00	46,350.00	0.00	0.00	0.00	0.00	0.00	0.00	46,350.00	0.00	0.00	46,350.00	0.00	46,350.00	Yes													
	DEPA	Imtent 19209	525567	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	0.00	0.00	9,798.60	0.00	0.00	9,798.60	0.00	9,798.60	Yes													
Hale, Nicholas	DEPA	Imtent 19209	Total	1.00	0.28	38,622.36	38,622.36	77,244.72	0.00	0.00	0.00	0.00	12,000.00	0.00	89,244.72	15.54	0.00	89,244.72	2,500.00	91,744.72	Yes													
	DEPA	Imtent 19209	112513	1013	1.00	63,984.60	8,000.00	71,984.60	0.00	0.00	0.00	0.00	0.00	0.00	71,984.60	0.00	0.00	71,984.60	0.00	71,984.60	Yes													
	DEPA	Imtent 19209	112513	1012	1.00	205,000.00	0.00	205,000.00	0.00	0.00	0.00	0.00	0.00	0.00	205,000.00	0.00	0.00	205,000.00	9,000.00	214,000.00	Yes													
Kapoor, Matthew	DEPA	Imtent 19209	Total	1.00		111,919.60	0.00	111,919.60	0.00	0.00	0.00	0.00	0.00	0.00	111,919.60	0.00	0.00	111,919.60	0.00	111,919.60	Yes													
	DEPA	Imtent 19209	112513	1012	0.34	46,978.81	0.00	46,978.81	0.00	0.00	0.00	0.00	0.00	0.00	46,978.81	0.00	0.00	46,978.81	0.00	46,978.81	Yes													
	DEPA	Imtent 19217	112553	1012	0.50	42,031.10	0.00	42,031.10	0.00	0.00	0.00	0.00	0.00	0.00	42,031.10	0.00	0.00	42,031.10	0.00	42,031.10	Yes													
Martinehl, Nancy	DEPA	Imtent 19209	Total	1.00		22,909.69	0.00	22,909.69	0.00	0.00	0.00	0.00	0.00	0.00	22,909.69	0.00	0.00	22,909.69	0.00	22,909.69	Yes													
	DEPA	Imtent 19209	525425	1012	0.16	22,909.69	0.00	22,909.69	0.00	0.00	0.00	0.00	0.00	0.00	22,909.69	0.00	0.00	22,909.69	0.00	22,909.69	Yes													
	DEPA	Imtent 19209	112513	1013	1.00	95,751.07	0.00	95,751.07	0.00	0.00	0.00	0.00	0.00	0.00	95,751.07	0.00	0.00	95,751.07	9,512.32	105,263.39	Yes													
Rooney, Bryan	DEPA	Imtent 19209	Total	1.00		153,647.02	0.00	153,647.02	0.00	0.00	0.00	0.00	0.00	0.00	153,647.02	0.00	0.00	153,647.02	6,000.00	159,647.02	Yes													
	DEPA	Imtent 19209	112513	1012	0.50	82,667.64	0.00	82,667.64	0.00	0.00	0.00	0.00	0.00	0.00	82,667.64	0.00	0.00	82,667.64	0.00	82,667.64	Yes													
	DEPA	Imtent 19217	112553	1012	0.50	70,979.38	0.00	70,979.38	0.00	0.00	0.00	0.00	0.00	0.00	70,979.38	0.00	0.00	70,979.38	0.00	70,979.38	Yes													
Smith, Brian	DEPA	Imtent 19209	Total	1.00		39,854.75	596.37	40,451.12	0.00	0.00	0.00	0.00	0.00	0.00	40,451.12	0.00	0.00	40,451.12	0.00	40,451.12	Yes													
	DEPA	Imtent 19209	112513	1014	1.00	39,854.75	596.37	40,451.12	0.00	0.00	0.00	0.00	0.00	0.00	40,451.12	0.00	0.00	40,451.12	0.00	40,451.12	Yes													
	DEPA	Imtent 19209	112513	1014	1.00	986,261.56	47,618.73	1,045,880.29	0.00	0.00	0.00	0.00	29,600.00	0.00	1,075,480.29	2.82	0.00	1,075,480.29	27,012.32	1,128,892.61	Yes													
Grand Total																				27,012.32	1,128,892.61													

REPORT DESCRIPTIONS

ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—FACULTY

Adjustments To Current Base Salary - All Accounts - Faculty

Report printed by: Trainer on Monday, April 06, 2009 at 11:52:06 AM

Account: 112913-ACCT-112913		Program: 01 Instruction			Major Fund: 40 Current Unrestricted - E&G			Supp. Indicator: 1 State Support		Element: 01 N/A		SubElement: 08 N/A	
Name	Div-Dept Name	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Reallocation or Termination	Return From Sabbatical or Leave	Other Faculty Adjustments	Adjusted Current Base Salary	Salary Increases Subject to CAP	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Total Proposed Base Salary
Hale, Nicholas	Department 19209	112913	1012	0.28	38,622.36	0.00	38,622.36	0.00	77,244.72	12,000.00	89,244.72	15.54	89,244.72
Grand Total				0.28	38,622.36	0.00	38,622.36	0.00	77,244.72	12,000.00	89,244.72	15.54	89,244.72

REPORT DESCRIPTIONS

ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—EXEMPT

Adjustments To Current Base Salary - All Accounts - Exempt

Report printed by: Trainer on Monday, April 06, 2009 at 11:53:48 AM

Account: 112913-ACCT-112913				Program: 01 Instruction		Major Fund: 40 Current Unrestricted - E&G		Supp. Indicator: 1 State Support		Element: 01 N/A		SubElement: 08 N/A	
Name	Div-Dept Name	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Increase to		Reclassification or Termination	Reclass after freeze and before 7/1	Adjusted Current Base Salary	Salary Increases Subject to CAP	Total Proposed Base Salary	% Inc to Adj Base Salary Set?
						Salary Range Minimum	Salary Range Maximum						
Herbert, John	Department 19209	112913	1013	1.00	63,984.60	0.00	0.00	0.00	8,000.00	71,984.60	0.00	71,984.60	0.00 Yes
Comments: reclass to Asst Director													
Grand Total					63,984.60	0.00	0.00	0.00	8,000.00	71,984.60	71,984.80	0.00	0.00

REPORT DESCRIPTIONS

ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—NON-EXEMPT

Adjustments To Current Base Salary - All Accounts - Non-Exempt

Report printed by: Trainer on Wednesday, April 08, 2009 at 10:16:47 AM

Account: 112913-ACCT-112913																
Program: 01 Instruction				Major Fund: 40 Current Unrestricted - E&G				Supp. Indicator: 1 State Support		Element: 01 N/A		SubElement: 08 N/A				
Name	Div-Dept Name	FRS Acct	Sub Code	PHR FTE	Current Base Salary	Increase to		Complete probation before 7/1	Reallocation or Termination before 7/1	Reclass after freeze and before 7/1	Early completion of probation before 7/1		Salary Increases Subject to CAP	Total Proposed Base Salary	% Inc to Adj Base Salary Set?	
						Salary Range Minimum	Salary Range Maximum				996.37	40,851.12				
Vaswani, Richard	Department 19209	112913	1014	1.00	39,854.75	0.00	0.00	0.00	0.00	0.00	996.37	40,851.12	0.00	40,851.12	0.00	Yes
Grand Total				1.00	39,854.75	0.00	0.00	0.00	0.00	0.00	996.37	40,851.12	40,851.12	40,851.12	0.00	

REPORT DESCRIPTIONS

SALARY NOT SET BY ACCOUNT—ALL POSITIONS & SALARY NOT SET BY EMPLOYEE—ALL POSITIONS

In years where COLA and Merit are not applicable, salaries are loaded into BPM in the 'set' condition, so the Salary Not Set reports should contain no data. Users will receive the following message (in red, in the center of the Report Menu screen) when trying to run a **Salary Not Set** report when all salaries have been set.

Main Category - Print/View Report by		Secondary Category - Filter Report by	
Executive Level	** All	Program	All
Division	Select Division Code from the List	Element	All
Department	Select Department Code from the List	Sub-Element	All
Dept-SubDept	Select SubDepartment Code from the List	Major Fund Source	All
FRS Account	Select Account from the List	Support Indicator	Default
or Enter FRS Account <input type="text"/>			

There is no data for the selected criteria to print the report.
If you need assistance or have questions, Please contact BFA office

Proposed Budget Reports

[Budget Summary](#)

[Budget Summary Details](#)

[Budget Summary Details by Account](#)

[Working Budget Changes Summary](#)

[Working Budget Changes Detail](#)

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[Title Code Summary](#)

[Position Vacancy](#)

[Detail Budget](#)

[BPM FTE > 1.00](#)

Budget to Salary Comparison Reports

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REPORT OPTIONS

Proposed Salary Reports

[Salary Certification Summary - All Employees](#)

[Salary Certification Summary - Itemized Faculty](#)

[Salary Certification Summary - Exempt](#)

[Salary Certification Summary - Non-Exempt](#)

[Salary Certification by Account - All Employees](#)

[Salary Summary by Employee - All - % Inc > 10.00](#)

[Salary Summary by Employee - All Accounts](#)

[Salary Details by Employee - All Accounts](#)

[Increments Above Base Details by Employee - All Accounts](#)

[Salary Adjustments - FY 2012](#)

[Adjustments to Current Base Salary - All Accounts - Faculty](#)

[Adjustments to Current Base Salary - All Accounts - Exempt](#)

[Adjustments to Current Base Salary - All Accounts - Non-Exempt](#)

[Salary NOT Set by Account - All Positions](#)

[Salary NOT Set by Employee - All Positions](#)

ACCOUNT
SELECT

MAIN
MENU

EXIT

APPENDIX

SALARY SETTING SCREEN FIELD DEFINITIONS

ADJUSTMENTS TO CURRENT BASE SALARY	PURPOSE	RESPONSIBILITY
<u>ALL TYPES OF EMPLOYEES</u>		
Reallocation of Current Base	Amounts (+ and -) transferred between accounts are calculated and automatically updated by the BPM system from a reallocation of adjusted current base salary in the “Reallocate Salary” screen. Please see the example “Reallocate Salary to Multiple Funding Sources” on page 20. Adjusted current base salary is the base salary that is in effect at the close of business June 30th and is the starting point for any July 1st salary increases.	System update
<u>FACULTY</u>		
Return From Sabbatical or Leave	Enter the amount needed to restore the current year salary to the normal pay level for a faculty member returning from sabbatical leave, or an extended leave without pay, at the beginning of next year.	User update
Other Faculty Adjustments	Enter the dollar amount of: a) administrative increment that is being converted to base salary in the next fiscal year, or b) base salary increase in the current year for a promotion or reclass processed after the PHR freeze and effective before July 1. Enter comments to explain the reason for Other Faculty Adjustments.	User update
<u>EXEMPT & NON-EXEMPT</u>		
Increase to Minimum of Salary Range	Enter the increase to employee salary required by changes to the Board of Regents’ salary range minimums.	User update
Reclass after freeze and before July 1	Enter the dollar amount of the base salary increase in the current year for a promotion or reclass processed after the PHR freeze and effective before July 1.	User update
<u>NON-EXEMPT</u>		
Completion of Original or Promotional Probation before July 1	Enter a 2.5% increase to employee salary when probation is completed on schedule, after freezing PHR data for BPM, but before July 1.	User update
Early Completion of Original or Promotional Probation before July 1	Enter a 2.5% increase to current base for an employee who completes probation early and before July 1. Limited to non-bargaining unit employees only.	User update

APPENDIX

SALARY SETTING SCREEN DEFINITIONS

PROPOSED SALARY INCREASES	PURPOSE	RESPONSIBILITY
<u>Proposed Salary Increases Subject to Cap</u>		
COLA	The Cost Of Living Adjustment is automatically calculated and loaded into BPM in years that COLA is applicable.	System calculation
Merit - Faculty & Exempt	In years merit is applicable, enter either the percent or amount of merit increase for the employee, or for the employee/account if setting salary for a split-funded employee at the account level.	User update
Merit - Non-Exempt	A merit increase calculated as 2.5% of Adjusted Current Base Salary + COLA will be loaded into BPM, in years merit is applicable.	System calculation
Mandatory Merit Adjust-ment—Non-Exempt	In years merit is applicable, reduce employee salary by amount that exceeds the maximum of the pay range (BFA will notify unit of appropriate amount), eliminate Merit for any employee who does not meet expectations on his or her performance review, or eliminate merit for employees who will be on initial or promotion probation as of July 1st. Enter comments to explain the adjustment.	User update
Retention, Equity, & Other Increases - Faculty & Exempt only	Enter the amount of any other proposed base salary increase except faculty promotion. Enter comments to provide the reason for the increase.	User update
Reallocation of Proposed Base	Amounts (+ and -) transferred between accounts are calculated and automatically updated by the BPM system for a reallocation between accounts processed on a split-funded salary AFTER the new fiscal year salaries are set, or for termination prior to July 1.	System update
<u>Other Proposed Salary Increase NOT subject to CAP - Faculty Only</u>		
Faculty Promotion	Enter the dollar amount for a faculty promotion. This amount will be included in Proposed Base Salary, but excluded in identifying increases exceeding the increase cap.	User update
<u>Increments Above Base</u>		
Administrative & Acting Increments	Current year administrative and/or acting increment total amounts will be loaded into BPM for budget and reporting purposes only. The user can update the proposed year "New" amount that is displayed in the employee's total salary and choose to include it in the position budget. These amounts are NOT included in payroll conversion. A PHR action must be completed in order for the employee to receive an administrative or acting increment.	System load User update